



Regulatory & GS1 Specialist

<u>Company:</u>	Thomas, Large & Singer Inc.
<u>Location:</u>	Markham, Ontario
<u>Industries:</u>	Consumer Packaged Goods, Logistics, Distribution, Retail
<u>Job Type:</u>	Full Time
<u>Years of Experience:</u>	1-2 Years
<u>Education Level:</u>	University or College

Job description:

Reporting directly to the Manager of EDI & Database Services, the Regulatory & GS1 Specialist is responsible for maintaining compliance with Extended Producer Responsibility (EPR) and Stewardship programs, as well as managing GS1 platforms. This role involves creating stewardship reports and annual regulatory reports for TLS producers (clients), maintaining item listings for designated Blue Box materials per regulatory program, and managing TLS-supported GS1 and 1World Sync catalogs. Ensure TLS meets regulatory compliance with their customers and clients, maintaining certificates and documents to align us with regulatory programs. This position requires an individual who is passionate, self-starting and capable of multitasking effectively.

Key Responsibilities:

- Serve as the primary point of contact for GS1 and regulatory inquiries across the organization.
- Become a subject matter expert on Canadian regulatory programs and initiatives.
- Collaborate with various departments to provide GS1 and regulatory support.
- Participate in regulatory and GS1 workgroups to contribute to ongoing initiatives.
- Build and maintain the master list of challenges and tasks or various programs.
- Develop onboarding material and educational content for new regulatory programs.
- Attend regulatory and Circular Materials webinars, providing detailed feedback on topics and deadlines.
- Communicate upcoming events and policy changes to management.
- Assist clients with new GS1 or regulatory initiatives, providing guidance and support.
- Prepare and submit annual reports to all regulatory programs.
- Gather and collect item packaging information from clients to ensure compliance.
- Prepare reporting documents comparing forecasted stewardship charges to help clients budget for the upcoming year.
- Enter and maintain item data on GS1 and 1World Sync platforms.
- Ensure item certification is maintained as required on GS1 platforms.
- Maintain GS1 dashboards to meet customer specifications and requirements.
- Provide education and guidance on GS1 standards and best practices.
- Create and maintain Standard Operating Procedures (SOPs) related to compliance and data management.
- Manage administrative tasks as needed to support overall Regulatory and GS1 operations.
- Participate in special projects as requested, contributing to organizational goals.
- Maintain a continuous improvement mindset and offer recommendations for process enhancements.

Required Skills:

- College diploma or degree in a related field
- Proven expertise in GS1 standards and implementation, including managing GS1 processes and providing advanced-level support.
- Proactive, organized, and results driven.
- Strong verbal and written communication skills, with the ability to convey information clearly to all levels of the organization.
- Excellent interpersonal skills for effective collaboration with team members.
- High proficiency in Microsoft Office applications especially Microsoft Excel (including VLOOKUP and Pivot tables)
- Ability to thrive in a fast-paced environment, requiring multitasking and prioritization.
- Strong analytical skills with the ability to collect and analyze information to formulate solutions.
- Excellent problem-solving abilities and a proactive approach to challenges.
- Strong organizational and time management skills to plan and coordinate daily activities, ensuring timely and accurate completion of work/projects.

What Is In It For You...

- **Great team** dynamic and tight knit company culture. One of the most important factors in choosing your next role is the people you work with and our people are AWESOME!
- **Flexible work environment.** Ability to work from home 2 days per week.
- **Competitive compensation package (salary & bonus).** We get it – money isn't everything, but it's still a very important factor.
- **Benefits** – Health & Dental, Life Insurance, Disability Insurance, Parameds – Massage!
- **Pension Matching** (after 1 year – employees put in 5% and TLS matches with 5%)
- **Tuition and professional fees** reimbursement.
- **Summer Hours Program** – who doesn't want to leave early on Fridays to spend more time with friends and family while the sun is shining.

To apply for this position please send your resume to: HR@tlscanada.com

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Thomas, Large & Singer welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

About Us:

Thomas, Large and Singer Inc. provides Canada wide consolidated distribution services to many leading brands. Combined logistics allows these brands to take advantage of TLS' warehousing and freight synergies while the brand owner maintains control of their pricing, sales and trade marketing plans. TLS' proprietary IT systems allow each brand owner real time control of their strategies in the Canadian market. TLS also provides sales brokerage services to companies wishing to supply private label products to Canada's retail grocery chains as well as industrial ingredient sales to relevant industrial manufacturers. TLS has been servicing the needs of the Canadian consumer for over 100 years. TLS currently provides services to several CPG manufacturers including Post Foods, Tetley, Tim Horton's, Perfetti Van Melle and many others. TLS also operates a public warehouse to support the distribution of our products.

To find out more, please go to our website www.tlscanada.com