



ASSOCIATE DIRECTOR, SUPPLY CHAIN

Company: Thomas, Large & Singer Inc.

Location: Markham, Ontario

Industries: Consumer Packaged Goods, Logistics, Distribution and Private Label

Job Type: Full-Time Employee

Years of Experience: 10-15 years

Education Level: University

Job description:

Reporting to the Director of Supply Chain Services, the Associate Director, Supply Chain, is responsible for delivering quality customer service to clients (principals) and customers and ensuring that contractual inventory levels and fill rates are maintained for assigned principals. The ideal candidate has previous replenishment experience in a manufacturing or distribution environment and thrives on working in a fast-paced environment. This is a challenging front line position best suited for individuals focused on a career in Supply Chain. This role has been designated as one with future career development within the organization. This position will be based out of our head office in Markham, Ontario.

Special Project – Modernize the Replenishment Function

- Document current process on replenishment for all clients
- Collaborate with the Director of Supply Chain Services, VP IT and CFO to build and/or source automated tools to manage and document the replenishment process.
- Implement and train staff on tools and be the future champion within the organization.

Responsibilities include:

- Onboarding new clients and providing assistance with quotes
- Manage inventories by responding to demand for assigned principals
- Process and maintain accuracy of purchase orders.
- Maintain & provide various reports and fulfil various service requests for TLS principals.
- Co-ordinate with 3rd party carriers and co-packers for all inbound freight
- Co-ordinate with customer care and warehouse on customer orders, outbound shipments.
- Customs duties as required, including shipping documents, HS Codes, Duty, invoice approval
- Investigate/resolve inventory control discrepancies
- Arrange for bar-codes for various Emblem co-packs and Scan certificates where required

- Co-ordinate with co-packing and packaging suppliers for principals where required
- Liaise with Finance team members to communicate status of the business.
- All other logistics functions as required

Required Skills:

- Minimum 10-15 years of logistics/replenishment, demand planning experience in supply chain environment. Experience working in a production/manufacturing environment.
- Key contributor on supply chain continuous improvement projects
- P-Log Designation or APICS certification such as CSCP or CLTD will be an asset.
- Post Secondary Education diploma or certificate (University/College) an asset
- Microsoft Excel skills – Intermediate to Expert level required
- Query writing skills are an asset
- Knowledge of ERP systems and directly involved in implementation
- Strong customer focus- Internal as well as external
- Excellent oral and written communication skills
- Demonstrated ability to trouble shoot and problem solve
- Strong organization skills
- Demonstrated ability to prioritize multiple tasks
- Ability to work well as part of a team
- Demonstrated ability to think outside the box

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.** Hybrid work environment, allowing staff to work from home 2-3 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.
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To apply for this position please send your resume and salary expectations 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 Thomas, Large & Singer Inc.:

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.

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