



REPORTING COORDINATOR

<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>	Contract – 18 months
<u>Years of Experience:</u>	1-2 Years
<u>Education Level:</u>	University

Job description:

Thomas, Large & Singer Inc. is a leading provider of comprehensive value chain solutions to leading consumer packaged goods brands in the Canadian market as well as broker management services and private label brokerage services. Our dynamic team is growing. Currently, we require the services of a strong **Reporting Coordinator**.

Reporting directly to the Manager of BI and Reporting Services, the Reporting Coordinator will be responsible for maintaining existing company reports, both internal and external, and expanding our reporting capabilities through the creation of new reports and dashboards. To ensure accuracy in reported information, the Reporting Coordinator will develop tools and procedures to monitor data integrity and ensure that clean and complete data is used in all reporting tools. Additionally, the Reporting Coordinator will manage all company responsibilities across customer online portals, retrieve data for company systems, maintaining MuleSoft process automation bots and ensure the accuracy of data in customer systems. This position will be based out of our head office in Markham, Ontario.

Responsibilities include:

- Extracting data from various internal and external sources and perform complex ad-hoc analysis.
- Import and export a variety of data into MS SQL Server, including but not limited to customer POS data, trade promotion data, internal sales, and inventory data.
- Building complex queries and views using tools such as MS SQL Server and MS Access.
- Building and maintaining process automation using tools such as MuleSoft RPA and Excel VBA
- Performing data administration for various client POS and deal portals.
- Coordinating all access to provided customer portals.
- Liaising with different internal departments, external clients, and brokers on reporting needs.
- Building and maintaining reports in data visualization tools such as Tableau and Excel.
- Maintaining clear documentation of all processes assigned to your responsibility

Required Skills:

- Post-secondary education in the field of computer science or statistics.
- Strong working knowledge of Microsoft SQL Server, Access, and Excel.
- Experience in VBA, Tableau BI, Robotic Process Automation and Python is a strong asset.
- Experience preferred in the Consumer-Packaged Goods (CPG) industry.
- Ability to gather, understand, and assimilate data from a wide range of sources.
- Strong written and verbal communication skills.
- Strong problem-solving skills.
- Ability to perform under pressure.

What's In It For You...

- **Great team** dynamic and a 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 2-3 days per week.
- **Competitive compensation package** (salary). We get it – money isn't everything, but it's still a very important factor.
- **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. Complementing our value chain services are TLS' branded broker management services that act as a manufacturer's National sales leader in Canada, supporting the manufacturers stated in-market goals and objectives through the support of a branded sales broker. TLS also provides sales brokerage services to companies wishing to supply private label products to Canada's retail grocery chains. 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