



Data Administrator

<u>Company:</u>	Thomas, Large & Singer Inc.
<u>Location:</u>	Markham, Ontario
<u>Job Type:</u>	Full Time
<u>Experience:</u>	1-3 years
<u>Education:</u>	University Degree or College Diploma

General Job Description

Thomas, Large & Singer Inc. (TLS) is currently seeking an energetic **Data Administrator** to join our team.

Reporting to the Business Process Support Manager, the Data Administrator is responsible for accurate data entry, managing data extracts and imports, and performing data cleansing and reconciliation across multiple systems. The role involves regular interaction and collaboration with multiple internal departments to support data integrity and operational efficiency. This position is based out of the Markham office.

Summary of Duties and Responsibilities:

- Process inventory adjustments accurately and in a timely manner across multiple systems, ensuring a high level of data integrity.
- Perform routine data quality checks and reconciliations to identify and resolve inconsistencies.
- Investigate, analyze, and troubleshoot data discrepancies, collaborating with cross-functional teams as needed.
- Monitor and validate data transfers between multiple software platforms to ensure successful and complete data flow.
- Work with data sets and system extracts in Excel to sort, manipulate, analyze, and organize information effectively.
- Verify end-to-end data integration between Warehouse Management (WMS), Transportation Management (TMS), and Enterprise Resource Planning (ERP) systems.
- Support and participate in testing activities for new systems, enhancements, and process changes.
- Utilize multiple internal systems to research and compile accurate information for internal stakeholders and operational teams.

Key Qualifications:

- College diploma in Business Administration, Computer Science, Management Information Systems (MIS), or an equivalent combination of education and relevant work experience.
- Proven data entry experience with a strong focus on accuracy and attention to detail.



- Experience performing data reconciliations is considered an asset, particularly in finance, inventory, or supply-chain-related environments.
- Demonstrated ability to prioritize tasks, problem-solve, and multitask effectively while applying strong time-management skills.
- Hands-on experience working with data sets, including reviewing, validating, and maintaining data quality.
- Ability to work collaboratively in a team-based environment, while also being comfortable working independently with minimal supervision.
- Experience with Warehouse Management Systems (WMS) and/or Enterprise Resource Planning (ERP) systems is an asset.
- Self-motivated individual who proactively supports existing business processes and contributes ideas for continuous improvement and new solutions.
- Excellent verbal and written communication skills in English, with the ability to clearly convey information to internal stakeholders.
- Moderate proficiency in Microsoft Excel, including functions such as VLOOKUP/XLOOKUP, PivotTables, sorting, filtering, and basic data analysis.

What's 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 2-3 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.

Interested candidates may apply by email to Human Resources, HR@tlscanada.com with your resume and salary expectations.

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. Accommodation is available on request for candidates taking part in all aspects of the selection process.

About Thomas, Large & Singer Inc.

Since 1912, Thomas, Large & Singer has been a preferred buy-sell distributor in the Consumer-Packaged Goods industry for many Canadian and international clients. Over the past century, the company has developed expertise in all facets of the industry from national logistics and warehousing to order-to-cash, trade promotional control solutions, broker management and sales agency of private label and industrial ingredient solutions.



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