



## Supply Chain Specialist

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

### **General Job Description**

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

Reporting to the Director, Client Services, the Supply Chain Specialist 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 position will be based out of our head office in Markham, Ontario.

### **Summary of Duties and Responsibilities:**

- 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.
- Resolution of customs issues/ container tracking
- Customs duties as required, including shipping documents, HS Codes, Duty, invoice approval
- Investigate/resolve inventory control discrepancies
- Provide back-up/cross-train as assigned for other staff members
- 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.
- Complete 3PL inventory receiving's and inventory adjustments
- Complete monthly 3PL inventory reconciliations
- Coding and approval of 3PL payable invoices
- All other logistics functions as required

### **Key Qualifications:**



- Minimum 3 years of logistics/replenishment, demand planning experience in a supply chain environment
- 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 will be an asset
- Knowledge of ERP systems
- 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 and challenge the status quo
- MEI Knowledge/experience an asset

#### 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](mailto: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.*

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#### **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](http://www.tlscanada.com)