



Regulatory & GS1 Specialist

<u>Company:</u>	Thomas, Large & Singer Inc.
<u>Location:</u>	Markham, Ontario
<u>Job Type:</u>	Full Time
<u>Experience:</u>	3-5 years
<u>Education:</u>	University Degree or College Diploma

General Job Description

Reporting to the Manager of EDI & Database Services, the Regulatory & GS1 Specialist is responsible for ensuring compliance with Extended Producer Responsibility (EPR), Stewardship requirements & Federal Plastic Registry (FPR), as well as managing GS1 platforms. This role involves preparing and filling stewardship and regulatory reports for TLS producers (clients), maintaining item listings for designated Blue Box materials in accordance with program requirements, and supporting the management of TLS-supported GS1, 1WorldSync & Syndigo catalogs. The position requires a highly motivated, detail-oriented individual who can work independently and manage multiple priorities.

Summary of Duties and Responsibilities:

Regulatory / Stewardship (EPR & FPR)

- Serve as the internal expert on Canadian & US regulatory requirements by continuously monitoring rules and policy changes, assessing impact, and offering recommendations to address them.
- Manage producer registrations and maintain compliance with all applicable stewardship programs and PRO requirements.
- Track regulatory reporting deadlines, submission requirements, and confirmations to ensure timely and complete filings.
- Collaborate with cross-functional teams to provide regulatory support.
- Participate in regulatory workgroups and contribute to ongoing initiatives.
- Build and maintain a centralized master list of program-related tasks, issues, and initiatives.
- Develop onboarding materials and educational content for new regulatory programs.
- Attend regulatory, Circular Materials, and EEQ webinars; provide detailed summaries, insights, and key deadlines.
- Communicate upcoming regulatory events, policy updates, and changes to management.
- Monitor regulatory updates across EPR and FPR programs, assess impact, and update internal processes and client guidance accordingly.
- Prepare and submit annual reports to all applicable regulatory programs.
- Collect and validate item packaging data from clients to ensure regulatory compliance.
- Identify data gaps and coordinate with clients to obtain complete and accurate packaging information required for reporting.
- Prepare forecasted stewardship charges to support client budgeting.



- Notify clients of their regulatory obligations, participation requirements, and reporting commitments.
- Prepare and deliver quarterly regulatory presentations to keep clients informed of key initiatives.
- Maintain audit-ready documentation, including source data, calculations, and supporting evidence for all regulatory submissions.
- Reconcile producer obligations against submitted reports to ensure accuracy and completeness.
- Coordinate with clients to obtain EPR and FPR packaging weights and classification data.

GS1 & Data Management

- Serve as the primary point of contact for GS1 inquiries across the organization.
- Collaborate with cross-functional teams to provide GS1 support.
- Participate in GS1 workgroups, contributing to ongoing initiatives.
- Support clients with GS1 initiatives by providing guidance and best practice recommendations.
- Enter, maintain, and manage item data within GS1 and 1WorldSync platforms.
- Ensure item certification is maintained in accordance with GS1 requirements.
- Maintain GS1 dashboards to meet customer-specific requirements.
- Manage and support product data synchronization (GDSN) processes to ensure accurate and timely data exchange with trading partners.
- Monitor compliance with GS1 standards and customer requirements through regular audits and reporting.
- Analyze recurring data issues and implement corrective actions to improve overall GS1 data accuracy and efficiency.
- Partner with internal teams to ensure alignment of product data across systems.

General & Operational Support

- Create and maintain Standard Operating Procedures (SOPs) related to compliance and data management.
- Perform administrative tasks required to support Regulatory and GS1 operations.
- Participate in special projects and initiatives aligned with organizational goals.
- Promote a continuous improvement mindset and recommend process enhancements.

Key Qualifications:

- College diploma or degree in a related field.
- 3 to 5 years of related experience.
- 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'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