



Administrative Pricing Coordinator

Company: Thomas, Large & Singer Inc.

Location: Markham, Ontario

Job Type: Contract

Experience: 1-2 years

Education: College or University

Position Overview

TLS is currently seeking an **Administrative Pricing Coordinator** for a 12-month contract position. The hours for this position are 9 am to 5 pm and will be located in our head office in Markham.

The selected candidate will be responsible for entering alpha/numeric data. This position requires someone who is passionate about their work, able to multi-task and is a self-starter.

Responsibilities

- Create and maintain databases regarding customers, items, and pricing with the utmost integrity and accuracy
- Provide technical support and guidance, problem resolution and maintenance for e-Business Services
- Conduct various administrative and clerical duties

Required Skills & Abilities

- College diploma or degree in related program
- 1-2 years related experience and at minimum one year of on-the-job experience
- Reliable and dependable with good common sense
- Must have good communication and interpersonal skills to effectively communicate verbally and in writing with all levels of staff and occasionally with customers/clients
- Ability to cooperate and collaborate within a team to achieve desired results
- Problem solving and analytical skills
- Must be quick thinking and have the ability to multitask in a fast-paced environment to meet time-sensitive deadlines
- Must be detailed orientated and have the ability to focus and complete repetitive tasks error free
- Good organizational & time management skills to plan and coordinate each day's activities and ensure that work/projects are completed accurately and on time
- Must be able to work under pressure and be able to work with minimal direction and supervision
- Must be able to collect and analyze information to formulate solutions



- High proficiency in Microsoft Office applications

To apply for this position please send your resume to: Rebecca Mees rmees@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.

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