



## Supply Chain Specialist

**Company:** Thomas, Large & Singer Inc.

**Location:** Markham, Ontario

**Job Type:** Full Time Employee

**Experience:** 3+ years

**Education:** College or University

### General Job Description

Thomas, Large & Singer Inc. (TLS) is seeking a **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.

### Qualifications

- Minimum 3 years of logistics/replenishment, demand planning experience in 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 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

Interested candidates may apply with their resume and salary expectations to [HR@tlscanada.com](mailto: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.*

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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)