



## JOB POSTING

**POSITION:** Product Data Services Associate  
**STATUS:** Full-Time Contract  
**LOCATION:** Kohl & Frisch Limited (Concord, ON)  
**REPORTS TO:** Supervisor, Product Data Services  
**DEPARTMENT:** Product Data Services – Finance

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Founded in 1916, Kohl & Frisch Limited has a solid reputation in the healthcare industry, distinguishing it as the only national, Canadian-owned and operated wholesale distributor. A family-owned company, it is one of Canada's leading national distributors and is the essential link between pharmaceutical manufacturers and healthcare providers. Kohl & Frisch is fully equipped to service large chain retailers, independent pharmacies, clinics, and hospitals for all their Rx, OTC, home healthcare, and front shop needs.

### **Primary Role of This Position**

In this role, reporting to the Supervisor, Product Data Services, the Product Data Service Associate is responsible for maintaining up-to-date product data information, including accuracy of pricing information, listing of new items, and maintenance of vendor information.

### **Key Responsibilities**

#### **Product Master Data Update**

- + Validate and review new product detail for accurate and complete setup in the system
- + Implement approved updates to product master data in a timely and accurate manner
- + Respond to inquiries from Customer Service, Key Accounts, and Manufacturer Relations related to product master data
- + Collaborate with business stakeholders to identify and address data completeness or integrity issues

#### **Product Cost and Price**

- + Analyze and implement changes related to product pricing, attributes, and related impacts
- + Develop and format Excel-based pricing files for seamless system uploads
- + Investigate and resolve invoice discrepancies stemming from pricing issues
- + Perform routine gross margin analyses to monitor contractual pricing compliance
- + Respond to inquiries from Customer Service, marketing, and Key Accounts regarding pricing

#### **Other Duties**

- + Create and maintain Standard Operating Procedures (SOPs) and process documentation to support consistent practices

## **Education and Experience**

- + Post-secondary education preferred
- + 2 to 5 years of hands-on experience with pricing and product attribute setup

## **Qualifications**

- + Requires attention to detail and time management
- + Must be able to work independently with limited supervision
- + Excellent problem-solving skills and critical thinking
- + Ability to communicate effectively and in a professional manner
- + Ability to work cooperatively as a team
- + High level of proficiency in MS Office applications (Excel, Outlook, PowerPoint, and Word)
- + Microsoft Dynamics 365 experience

## **How to Apply**

If you are interested in applying, please submit a cover letter and a résumé to:  
[recruitment@kohlandfrisch.com](mailto:recruitment@kohlandfrisch.com).

***Please ensure you specify the job title, Product Data Services Associate, in the subject line of your email.***

*Kohl & Frisch would like to thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted. Kohl & Frisch Limited welcomes applications from individuals with disabilities and provides accommodations upon request for candidates taking part in the selection process.*