



## JOB POSTING

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

---

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 Coordinator is responsible for maintaining up-to-date product data information, including accuracy of pricing information, listing of new items, and maintenance of vendor information.

### **Major Responsibilities**

- + Review all new items to ensure that they have been properly entered and set up in the system
- + Complete necessary forms for listings and pricing of new items as required
- + Liaise with Key Accounts on new item set-up requests and information specific to account groups
- + Validate formulary inclusion and mark items accordingly
- + Build Excel files of product price changes to be uploaded into system
- + Analyze, review, and communicate changes regarding products related to pricing and attributes
- + Review any invoice discrepancies related to pricing matters
- + Perform gross margin analysis reviews on a regular basis
- + Respond to Customer Service, Key Accounts, and Manufacturer Relations inquiries related to pricing and/or set-up issues
- + Execute changes to the master data, as approved by the business
- + Collaborate with the business to identify and resolve data integrity issues
- + Create and maintain documentation related to Standard Operating Procedures and process flows

### **Education and Experience**

- + Post-secondary education preferred
- + 1 to 3 years of related experience

## **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 Coordinator, 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.*