JOB POSTING

POSITION TITLE:	Product Data Coordinator
POSITION TYPE:	Permanent Full-Time
LOCATION:	Concord, ON
DEPARTMENT:	Product Data Services – Finance

About Us
Founded in 1916, Kohl & Frisch Limited has a solid reputation in the healthcare industry that distinguishes 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.

About the Role

We are seeking a detail-oriented and analytical **Product Data Coordinator** to join our Product Data Services team in Concord, Ontario. In this role, you will play an important part in maintaining the accuracy and integrity of product and pricing information that supports our day-to-day operations.

Working collaboratively with teams across the organization, you will manage product data, investigate pricing discrepancies, and help ensure that information is accurate, complete, and reliable.

This opportunity is well suited to someone who enjoys working with data, solving problems, and contributing to efficient business processes.

What will you do?

- Maintain and update product master data, including new product listings, pricing, attributes, and vendor information.
- Review and validate product information to ensure accuracy, completeness, and consistency.
- Analyze and implement approved product pricing changes and prepare Excel-based files for system uploads.
- Investigate and resolve pricing discrepancies, including invoice-related issues.
- Perform routine gross margin analysis to support contractual pricing compliance.
- Collaborate with Customer Service, Key Accounts, Manufacturer Relations, Marketing, and other internal teams to address product data and pricing inquiries.
- Identify and resolve data integrity issues in collaboration with internal stakeholders.
- Develop and maintain standard operating procedures (SOPs) and process documentation to support consistent and efficient practices.

What you bring

- **Relevant Experience:** 2–5 years of experience in product data management, pricing administration, product attribute setup, or a related function.
- **Excel Proficiency:** Intermediate proficiency in Microsoft Excel is required, including experience with formulas, lookup functions (VLOOKUP/XLOOKUP), PivotTables, and managing large datasets.
- **ERP Systems:** Experience working with Microsoft Dynamics 365 or a comparable Enterprise Resource Planning (ERP) system, including maintaining and updating product or pricing information.

+ **Data Accuracy and Attention to Detail:** Demonstrated ability to maintain accurate and complete information while managing large volumes of data and meeting established deadlines.
+ **Analytical and Problem-Solving Skills:** Strong analytical and critical-thinking skills, with the ability to investigate discrepancies, identify root causes, and develop practical solutions.
+ **Organization and Time Management**: Ability to manage multiple priorities, work independently, and meet deadlines in a fast-paced environment.
+ **Communication and Collaboration:** Strong interpersonal and communication skills, with the ability to work effectively across departments and respond to inquiries professionally.
+ **Education:** Post-secondary education in Business, Finance, Data Management, or a related field is preferred.

Experience That Sets You Apart
+ Experience in pharmaceutical distribution, healthcare, wholesale distribution, or another regulated industry.
+ Advanced Excel capabilities, including experience with complex data analysis, automation, or reporting tools.
+ Experience supporting ERP implementations, system upgrades, or data migration projects.
+ Demonstrated involvement in data quality initiatives, process improvements, or workflow optimization.

What's in it for you?
We believe in recognizing the contributions of our people. This opportunity offers a competitive salary range of $55,000–$60,000. You'll also enjoy a comprehensive benefits package and a pension plan (eligibility after 18 months of service), designed to support your well-being today and your future.

Benefits:
- Health, dental, vision
- Personal Days
- Employee Assistance Program
- Opportunity for Professional Development
- Wellness programs
- Vacation Days
- Exclusive memberships and discounts

How to Apply

Interested in building your career with Kohl & Frisch? We invite you to apply by submitting your résumé and any relevant supporting documentation to **recruitment@kohlandfrisch.com**.

Please include **Product Data Coordinator** in the subject line of your email.

Vacancy Disclosure: This job posting is for an existing vacancy at Kohl & Frisch Limited.

As part of our recruitment process, we may use artificial intelligence (AI) tools to assist with initial screening and the evaluation of candidate qualifications. All final hiring decisions are made by our recruitment team.

At Kohl & Frisch, we believe everyone deserves an opportunity to succeed. We're committed to creating an inclusive and accessible recruitment experience where every candidate feels welcomed, respected, and supported.

If you require an accommodation at any stage of the recruitment and selection process, please let us know. We're happy to work with you to ensure you have what you need to fully participate, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.