



Merchandiser & Sourcing Specialist

TPS Promotions & Incentives is an international award winning, innovative and reliable supplier of promotional products, incentive programs, print, POP, fulfillment and e-store solutions. We provide promotional solutions for industry leading, progressive brand-oriented companies providing measurable results against strategic sales, marketing and HR objectives.

We offer competitive compensation, a vibrant work environment, and plenty of opportunities to showcase your wit. If you're ready to make TPS a place where humor and productivity coexist, we can't wait to meet you. Apply now, and let the laughter-filled adventure begin! We offer:

- Dog-friendly work environment
- Monthly wellness benefit
- Paid birthday day off
- Group Health Benefits
- Paid sick days for full-time employees
- Reimbursement of eligible tuition/education fees
- Internal job posting program with employee referral bonus

What is the role?

As a Merchandiser & Sourcing Specialist you will be assisting account teams to select and propose the creative promotional products for some of the worlds' largest and most exciting brands to help them achieve their strategic marketing, sales and HR objectives. You will be working with preferred vendors and a team of knowledgeable sourcing ninjas to curate the best options for each client, confirm pricing and production times, prepare quotations and presentations, as well as brainstorm net new ideas, wherever they may come from. This role requires Promotional Products industry experience.

What will you do?

- Support TPS sales and account management teams, and in turn our clients, by managing the sourcing, quoting and pricing process in order to provide high quality sales proposals, leveraging existing vendor relationships and utilizing sourcing tools and relationships to locate new creative options, as required;
- Ensure products sourced and quoted are compliant (according to company and client-specific requirements), competitive, available to be delivered within the client-project requirements, while meeting the company growth and profitability targets;
- Produce and deliver timely and accurate proposals;
- Utilize Excel, PowerPoint, NetSuite for basic CRM and quoting functionality;
- Maintain quote records for future order entry and history review;
- Coordinate with other departments and suppliers to obtaining accurate information on costs, availability, logistics, lead time and other items related to quotations;
- Interact with internal team members, suppliers, and customers in a professional and competent manner;
- Evaluate effectiveness of pricing strategies and modify pricing structures as needed;
- Actively participate in internal meetings for idea sharing and process improvement;
- Proactively identify effective merchandise opportunities for clients;
- Identify potential issues and proactively provide potential solutions;
- Assist with Account Management;
- Participate in product knowledge seminars;
- Hold deep knowledge of our company's vendors, their product offerings, services and other value-added propositions;
- Develop strong key supplier relationships;
- Maintain knowledge of latest merchandise trends by attending Industry shows and using supplier contacts;
- Promote TPS products and services;
- Support TPS team activity when necessary;
- Client reporting as required;
- Other duties as required.



What will you need to succeed?

- Minimum 1 year of experience sourcing and quoting in the Promotional Products industry;
- Minimum 1 year in similar role requiring customer interaction;
- Experience in roles that require a significant level of attention to detail;
- Ability to multi-task, managing many projects with accuracy, each with critical time lines in a fast-paced environment;
- Works well in a collaborative team environment;
- Proven track record in preparing quotes and customer presentations;
- Proficient in MS Excel, Word, Outlook and PowerPoint;
- Comfortable with learning new technology, including ERP software such as NetSuite;
- Excellent written and oral English skills.

TPS Promotions & Incentives is committed to fair and equitable recruiting practices in accordance with the Accessibility for Ontarians with Disability Act (AODA). Persons with disabilities are encouraged to come forward at any stage of the recruitment process to request accommodations, if needed.

TPS Promotions & Incentives is an equal opportunity employer.