



E.B. Horsman & Son

The Electrical Distributor of Choice!

Product Information Coordinator, Head Office – South Surrey, B.C

About Our Team

E.B. Horsman & Son (EBH) has been in business since 1900. We are strong, nimble and growing! EBH is proud to be a successful Western Canadian electrical distributor with 20+ locations throughout Alberta, B.C. & Saskatchewan, and one of Canada's Best Managed companies. We take pride in attracting and retaining the best people in the electrical wholesale industry with a strong culture, a competitive compensation package, opportunity for personal and professional development and a chance to make a difference. Are you ready to join the EBH Team?

What EBH has to offer:

- Full benefit package after passing probation with a competitive starting wage.
- One on one training program where development is an integral part of our culture.
- A safe, healthy, and fun working environment with onsite and community events.
- At EBH we are proud to offer high team collaboration and permanent full-time employment with profit sharing and your birthday off

About the role:

We have a new opportunity. The Product Information Coordinator is responsible for the collection, organization, integrity and overall maintenance of product information. He/she will be working closely with Marketing, Pricing and Purchasing Departments as well as a data council team to develop data quality standards and define a set of procedures, policies and a plan in order to implement the EBH Data Governance plan.

Key Duties/ Responsibilities:

Data Maintenance

- Data entry of product and ongoing review of item setup, item catalogue, new import items or price updates of products.
- Create and maintain common data dictionaries and the tools or methods that support data standards for an organization.
- Develop and implement data standards, guaranteeing metadata is captured correctly, and create methods to monitor and report data incidents.
- Regular maintenance of KPI to ensures data reliability, minimizes redundancies, and ensures compliances with associated business rules.
- Create automated reports for a variety of audiences. Lead data initiatives and analysis, building cross-team relationships. Work with subject matter experts and process owners to improve data quality. Develop, maintain and iterate a plan for item nomenclature and taxonomy.
- Monitors and reviews the pricing matrix, naming conventions, calculation layouts, pricing hierarchies, item categorization and pricing matrix structures to ensure data is appropriate,



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identifies areas where efficiencies can be created and takes action to ensure corrections are made as necessary.

Supplier Maintenance

- Gathers product data from Supplier partners, and other 3rd party data source providers. Creates and reviews vendor contact information and details necessary. Keeps supplier information up to date as changes are brought forward. Gather, review and input as necessary product classifications used by Supplier partners.

Quality Control

- The Product Information Coordinator is responsible, for: Initiating action to prevent problems, documenting quality problems, contributing to problems solutions, verifying implementation of solutions, and controlling further processing when a problem is identified.

Who you are:

- A diploma in Business Administration, Computer Science or equivalent of education and experience
- Proficiency or experience with Database modeling, SQL, Transact-SQL, Microsoft Access
- Advanced MS Excel skills (VBA scripts, pivot tables, nesting formula)
- Strong communication skills in order to interact with internal and external stakeholders
- Effective analytical abilities in order to examine infrastructures and make recommendations on improvements
- Strong project management skills in order to manage daily operations

Hours of Work: Monday-Friday, dayshift

How to Apply: If you believe your skill set matches the **Product Information Coordinator** posting and are an enthusiastic, innovative, passionate and energetic individual we would like to hear from you. EBH provides a challenging work environment with growth opportunities. Please visit our <http://ebhorsman.com/careers> or click on Apply to submit your resume and cover letter for consideration.

We thank all interested applicants. However, we are only able to work with those who live in Canada and have permanent working status. Please note that only those chosen for an interview will be contacted.



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