

# Position Description

<b>Position:</b>	<b>Pricing Administrator</b>	<b>Employee Names:</b>	
<b>Reports to:</b>	Sales Support Manager	<b>Department:</b>	BOPS
<b>Employee's Approval:</b>		<b>Date Updated:</b>	06/17/2020

## Pricing Administrative – 12 Month Contract

### Nature & Scope of Position

Reporting to the Sales Support Manager, the Pricing Administrator is a self-motivated, organized strategic thinker who can effectively implement (working with other departments/data person), maintain, and audit pricing strategies developed in conjunction with the Sales Support Manager and through their own analysis of data provided through various sources using multiple tools provided by CHS or developed on their own.

This position is critical to the profitability of CHS and as such a keen understanding of product databases (and their attributes), pricing matrices, and pricing strategies are essential.

### General Duties & Responsibilities

Implement and maintain sell prices on all product lines, product categories for individual customers and/or groups of customers via the product database and the pricing matrix tools including:

- System Contracts
- Customer Quotes
- Discount Codes
- Promotions
- Work with the Sales Manager and Product Managers to calculate NET pricing using the MS Excel spread sheet tools used to calculate NET sell pricing and implement NET pricing into the ERP. In addition to the implementation of the NET pricing the NET prices will need to be audited to ensure determined margins are maintained
- Supervise the daily pre-invoicing "Pre-Edit" query to
- Identify low/negative margin transactions
- Identify transactions where sell prices have been overridden and determine why the system calculated sell price was overridden and take corrective action to eliminate system sell price overrides
- Collaborate with Sales Manager/Purchasing Manager on product mix, looking for additional margin opportunities
- Review/Process Customer Pricing Credits to determine if adjustments need to be made to the pricing matrix
- Provide product database support and assistance for Location, Project Quotations, Inside, and Product Managers when problems have been identified
- Assist in the development of new pricing models

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## Knowledge, Experience & Education

- Bachelor's degree in business, healthcare management or related field preferred.
- Prior work experience in a pricing role, such as purchasing or contracting.
- Experience in applying organizational standards when developing requests for proposals, negotiating terms and drafting contracts.
- Excellent negotiating and persuasive skills, both in one-on-one and group situations.
- Strong analytical and communication skills as well as interpersonal skills required.
- Flexibility and ability to balance competing priorities and juggle multiple projects simultaneously.
- AS400 experience a plus, familiar with ERP system order to cash flow.
- Ability to work accurately under pressure and within tight timelines

## Language Skills

- Must be proficient in written & spoken English and Canadian French an asset.
- Strong verbal and written skills, and ability to convey complex information in a way that others can readily follow.

## Technical Skills

- Must be proficient in Microsoft Word and must have advanced Excel (formulas, data search, pivot tables, etc.).
- Proficiency in utilizing and interpreting financial models and analyses.
- Ability to systematically analyze complex problems, draw relevant conclusions and implement appropriate solutions.

## Work Environment, Health & Safety

- Majority of the time will be spent in an office environment, with appropriate time spent in the plant, to achieve in-depth understanding of the processes to drive cost reduction.
- Employee will comply with all Health and Safety requirements.
- A hairnet shall be worn at all times in the plant and a lab coat is required in the Clean Rooms.
- Safety devices such as gloves, glasses and earplugs must be worn as required.

## Physical Demands

- Physical requirements are walking and sitting with the majority of time in an office environment at a computer, the remaining time will be in the plant. Due to the

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responsibilities of this position, other physical requirements are walking, reaching, grasping, bending and flexing the arms, legs, wrists and fingers.

If interested please apply and submit resume to Alysha Bhalla; HR Specialist – abhalla@chsltd.com

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