

JOB POSTING

Job Title:	Pricing Coordinator	Job Code/Req#:	2018-02VAN
Location:	Vancouver, BC	Travel Required:	No
HR Contact:	Steve Rhodes	Position Type:	<ul style="list-style-type: none"> • Full time 40hr/week • Overtime may be required
Date Posted:	January 02, 2018		
Posting Expires:	January 08, 2018		
Please drop off, fax or email resume and cover letter to:			
778-732-0688 or stever@sanmarcanada.com		Subject Line: Pricing Coordinator #2018-02VAN	
Job Summary			
<p>Pricing Coordinator Reporting directly to the Pricing Manager, the role of the Pricing Coordinator is to collect and review/analyze sales and pricing data to offer SanMar Canada customers pricing quotes in an efficient manner.</p> <p>Required Qualifications and Experience</p> <ul style="list-style-type: none"> • Post-secondary education in business or finance preferred • Must be able to establish a routine to work efficiently • Must be organized and dependable • Strong adherence to confidentiality • Strong attention to detail and accuracy of data, • Exceptional mathematical and analytical skills • Ability to communicate effectively, verbally and through e-mail • Exceptional Microsoft Office skills, including Word and Excel • Ability to manage multiple projects simultaneously • Ability to work effectively and efficiently with little supervision • Ability to effectively meet tight deadlines <p>Job Responsibilities</p> <ul style="list-style-type: none"> • Manage all quotes sent to the Pricing Department efficiently and accurately to support the sales team's requests 			

JOB POSTING

- Communicate the rationale for pricing decisions where necessary, ensuring the direction of the pricing provided is clear and understood
- Manage proprietary quotes by providing accurate data
- Ensure all factors/costs are accurate when providing quote
- Ensure all pertinent details are attached on quotes, i.e. special terms and conditions, freight estimates, volume expectancies, and accurate pricing etc.
- Determine if and when price matches are acceptable based on available information while ensuring we maintain our overall GM targets
- Manage cost changes within pricing file/price group changes in PICK, following changes in costing from the Purchasing Department
- Other duties as required