



JOB OPPORTUNITY

DATE: December 14, 2016
POSITION: Pricing & Forecasting Analyst
DEPARTMENT: Sales Administration

Serve as the primary source for all pricing development and verification for Sales and Marketing and to monitor and verify individual account forecasts for duplication and accuracy. Support the Vice President of Sales Administration with various ad hoc reporting.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Approve, input and maintain all regular and custom pricing for accounts
- Maintain pricing files and coordinate with Marketing to update relevant product data in AS400
- Produce and maintain product pricing and product information files including case dimension and weights in both alpha and UPC formats for internal and external distribution
- Maintain and update custom pricing on pricing forms and in the system and coordinate with field sales reps to make periodic and annual system updates
- Maintain item categories to properly organize new items into groups for use in in entry of promotional pricing
- Produce and distribute account specific custom pricing information as needed with approval of V.P. Of Sales Administration
- Proof pricing on New Item Request Forms (NIRF's) and work with Marketing to resolve discrepancies and release into system for onboarding new products
- Research all pricing discrepancies on customer orders in collaboration with Customer Service, Sales personnel, and Vice President of Sales Administration to resolve order pricing issues
- Provide backup to VMI Analyst and Sales Administration Supervisor
- Track and report discounts and custom pricing structures for key customers
- Work with Sales Admin to provide backup for processing of commissions
- Work with field management to periodically review all customer forecasts for any anomalies or mistakes such as duplication of entries on individual sales units vs. displays
- Maintain closeout list and negotiate offerings with customers within parameters set by V.P. of Sales Administration
- Develop quarterly annualized "Latest Thinking Estimates" by account and division of sale for use in financial and forecast planning
- Produce monthly Sales Reports across different product lines and miscellaneous ad hoc reporting as required by Vice President of Sales Administration
- Produce monthly Profitability reports along with quarterly Executive reports

EDUCATION, EXPERIENCE & SKILLS REQUIREMENTS:

Bachelor's degree plus five years of relevant experience. Advanced Excel skills with working knowledge of Microsoft Office applications such as Word and Access. Excellent communication skills. Highly detail oriented, self-starter with the ability to handle high volume of work, and a proven track record of strong analytical skills. Previous experience in consumer products company preferred.