***REPORTING RELATIONSHIP & FUNCTIONAL ROLE***

This position reports directly to the **Operations Manager**.  
  
We are looking for a detail-oriented and enthusiastic individual to support our pricing strategy and operations as an entry level **Pricing Coordinator**. You will be tasked with developing, evaluating, and implementing pricing strategies that are comprehensive and finely tuned. This involves utilizing a variety of inputs such as manufacturing and engineering labor estimates, actual costs incurred to date, supplier quotes, historical purchase order data, and an understanding of competitive market dynamics. This entry-level position offers an excellent opportunity for a recent graduate or someone with moderate experience to gain valuable skills and grow within our organization. The Pricing Coordinator will work closely with the pricing team and other departments to assist in the development, implementation, and maintenance of pricing strategies. Your expertise and attention to detail will be essential in driving pricing decisions that are not only competitive but also strategically aligned with the overarching goals of the organization.

***REQUIREMENTS & CONDITIONS***

***Education:*** Associate degree in Finance, Accounting, Business or other Financial related discipline. Experience may be accepted in leu of education requirements.

***Experience:*** 2+ years’ experience in Business Related field

***Preferred experience:***

* Previous experience as a Maintaining Data in an MRP System
* Previous experience calculating cost and developing pricing.
* Knowledge of procurement process and landed cost.
* Basic knowledge of manufacturing or assembly processes
* Strong knowledge and experience building and maintaining reports in Microsoft Excel
* Ability to work in a team environment.

***Skills, Knowledge, Abilities:***

The Pricing Coordinator must have the ability to extract detailed data from multiple systems, individual contributors and basic business knowledge to help develop pricing strategies and support daily operations through the maintenance of price structures for the organization. The Pricing Coordinator must be an independent thinker who is willing to work within the bounds as determined by the Executive Team and possess the fortitude to maintain both role and personal integrity regardless of business climate or external pressures.

***Character Traits:***

* Flexible
* Team Player
* Looks out for the good of the company.
* Serves the customer above all else
* Hard worker
* Takes ownership.
* Dependable, high integrity.
* Strong interpersonal communication skills (both written and oral)
* Organized and able to handle multiple assignments with strict deadlines.

***Physical Requirements:*** Standing, sitting, climbing, walking, crouching, stooping, twisting, and bending.

***Working Conditions/Environment:*** Ninety (90%) of work will be performed in a climate-controlled office setting and 10% will be performed in a shop environment (no central heat or air condition in the shop)

***RESPONSIBILITIES AND JOB DUTIES***

***Responsibilities:***

* Gather and analyze pricing data from various sources, including internal databases and external market research.
* Maintain pricing databases and systems to ensure accurate and up-to-date pricing information.
* Support the pricing team in conducting market research and competitive analysis to identify pricing trends and opportunities.
* Preparation of pricing proposals, quotes, and presentations for internal stakeholders and customers.
* Collaborate with sales and marketing teams to provide pricing support and address pricing-related inquiries.
* Monitor pricing policies and procedures to ensure compliance with company guidelines and industry regulations.
* Participate in pricing-related projects and initiatives, including process improvements and system enhancements.
* Provide general administrative support to the pricing team, such as organizing meetings, preparing reports, and managing documentation.

***Administrative/General:***

* Price List development and maintenance
* MRP data maintenance and management
* Collect data and submit request for the approval of Special Pricing Agreements
* Collect data and submit request for pricing structures that deviate from company’s documented model.
* Establish and maintain a communicative, coordinated, and cooperative relationship with Sales, Purchasing, Operations and Accounting
* Develop Pricing Procedure with support of all major company departments.
* Maintain pricing model and matrices.

Reviewed and accepted by:

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_