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# Example of Pricing Administrator Job Description

Our innovative and growing company is hiring for a pricing administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for pricing administrator

* Supporting Sales Engineers - Vendavo Manage Deals price tool
* Monitoring and Processing Rebate Credit Requests
* Providing "deep dive" Research as it relates to pricing or rebate issues
* Domestic Pricing
* Pricing Controls and Tracking
* Manage approved supplier list, assure new supplier onboarding and approval are validated prior to adding a new supplier to the ASL
* Customer care – ability to listen and understand the customer’s needs
* Review and posting of new customer accounts
* Facilitate the pricing activities for Customers which includes managing the interface with SAP to update Customer pricing during price increases
* Test plans for all SAP and other releases performed during the year

## Qualifications for pricing administrator

* Work quickly with accuracy and with the minimum of supervision whilst adhering to existing control procedures
* Ability to work in an environment where adherence to controls and procedures is an operational necessity
* At least 2 years sales administration experience
* Sales operations and or pricing administration (ex-administrative support)
* Development of a comprehensive proposal, sizing and selection, pricing
* Provide submittal drawings and other project documentation such as quality inspection and test plans, production plans, test procedures