Downloaded from <https://www.velvetjobs.com/job-descriptions/pricing-administrator>

# Example of Pricing Administrator Job Description

Our growing company is looking to fill the role of pricing administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for pricing administrator

* Distributors are invoiced accurately and timely
* Previous experience in a home loans or lending role is preferred but not essential
* Coordinate and prepare quality pricing analytics and price books ensure timely, accurate and effective submissions and responses to all internal and external customers
* Create detailed and comprehensive price models based on existing and proposed price points to ensure sustainable and profitable growth for Japan
* Support Japan field sales by providing pricing and account data analyses, accurate reporting and discrepancy resolution
* Administration of Japan pricing within Spine IT, routing of pricing committee requests, and various position-related administrative responsibilities
* CPA liaison to pricing approval committee and in-house executive management on all assigned healthcare account pricing and contract issues
* Cross-train on all CPA pricing processes, and assist with overflow of CPA pricing matters
* Perform duties in an efficient, analytical manner while maintaining a high level of relationship management, confidentiality and professional interaction
* Manage all aspects of stock pricing including initial entry, administering price changes, validation and maintenance for assigned corporate customers and to effectively communicate to customer and all relevant Heritage personnel

## Qualifications for pricing administrator

* Team player with people and performance management skills
* Ability to adhere to deadlines, Focuses on results
* Technical– Ability to accurately and thoroughly utilize office technology and to demonstrate practical knowledge of information management, e-mail management and privacy protection issues
* Values – diligent, works with integrity, tenacious and inquisitive
* Must be willing and able to work overnight shifts on a rotational basis
* Provide quotes to distributors/wholesalers