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# Example of Pricing Coordinator Job Description

Our growing company is looking for a pricing coordinator. 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 coordinator

* Manage in-store promotional ad hoc activity
* Create pricing profiles for new and existing customers
* Monitor system on a daily basis for low margin orders
* Generate CPH Reports for sales representatives and managers
* Assist with managing E-business system for inbound customer orders
* Track and report customer short pays
* Review sales price override report on a daily basis
* Provide support to the Pricing Manager and Pricing Analyst as needed
* Process “competitive bid” contracts and rebates
* Implement direct quotes from sales representatives

## Qualifications for pricing coordinator

* Strong multi-tasking ability and flexibility with working across various systems
* Must demonstrate accountability and initiative
* Strong working knowledge of various computer programs including Microsoft Applications
* Ability to adapt pricing collection process to ensure deliver of distributor / retailer pricing on time
* Responsible for accurately and efficiently loading a Customer s contract pricing into appropriate ERP and contracting systems
* Responsible for performing peer audits to ensure the accuracy of all price loads