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# Example of Pricing Coordinator Job Description

Our company is growing rapidly and is looking for a pricing coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for pricing coordinator

* Maintain Customer required excel price lists and Customer Portals
* Update Pricing System as needed
* Maintain the Pricing account files and Price Lists
* Prepare proposals and pricing for online market research studies to clients
* Assess and propose study feasibility across global panels using proprietary applications
* Consult with client regarding recommended project approach to include the use of pre-identified attributes, application of census data for quotas and sample composition, incidence rates and third party vendor inclusion
* Proactively partner with the Account Lead, Operations Team, Panel Management and Finance to drive solutions that support the account strategy, financial goals, and resolution of challenges as they arise
* Support existing account relationships to ensure they remain healthy, productive, profitable and mutually beneficial, with a goal of securing repeat business and achievement of targeted revenues
* Develop an understanding of the company’s product portfolio with an ability to offer and advise on new and expanded products/services
* Analyze customer pricing to identify outliers in the market norms

## Qualifications for pricing coordinator

* Ability to handle multiple assignments simultaneously and meet deadlines in a fast-paced, complex environment
* Experience handling sensitive and confidential business matters with discretion
* Extensive experience in office administration and exposure to administrative support responsibilities in a senior management environment
* Collaborate, with the ability to interface with all levels of internal and external staff
* Drive to understand the client products and offerings, strategies and business objectives
* Ability to drive adherence to protocols and business rules