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

# Example of Pricing Coordinator Job Description

Our growing company is hiring 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

* Prepare customer communication and/or confirmation letters, , notify all impacted parties of approved status ( eg.- Sales Manager, Accounting, Accounts Receivable, and Customer Support)
* Administer pricing changes and updates in Oracle and/or EDMT as needed
* Administer customer promotions changes/updates in the PMT tool via DET and PMT calendar and process through to Final status
* Provide functional, technical support and first line training for roll-out and on-going use of DET system and process
* Manage company's MAP (Minimum Advertised Price) document and MAP History File, , track and report any MAP violations
* Manage requests from various departments, sales reps, and retailers for generalized pricing/promotions support (eg
* Create & Update product price lists for new product introductions and model year changes
* Manage and configure e-Ordering system with up-to-date product information
* Coordinate the communication and distribution of price lists, programs and e-Ordering
* Enter Sales Programs and Discounts in JD Edwards

## Qualifications for pricing coordinator

* Ensures that defined processes are followed including internal and external approval requirements, margin guidelines
* Limit experience to 2-5 years only
* Can work well independently part of a collaborative team
* Experience (1 to 2 years) in Finance and Accounting preferably in pharmaceutical industry
* Experience in Pricing and Reimbursement of pharmaceuticals an asset
* Strong written and verbal communication skills with the ability to work with various levels of management