



Example of Commercial Contracts Job Description

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Our company is looking for a commercial contracts. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for commercial contracts

- Compiles and analyzes data for sales teams to support the National Account Activity
- Evaluates data to create monthly and ad hoc reports for marketing and field management
- May interact with director of national accounts and pricing managers to clarify specifications and resolve questions in administration of National Account agreements
- Efficiently manage the contracts process for an assigned region
- Run sales and expiry reports, analyze data and liaise with the sales force, marketing and business analysts to ensure contracts are renewed in a timely manner with approved pricing
- Ensure all contract product additions and membership maintenance changes are actioned in a timely manner
- Manage communications with Sales and the external customers (Distributor, Group Purchasing Organization, Direct Customer) surrounding contract pricing and membership
- Liaise with Customer Service to address any contract or pricing related inquiries to ensure a high level of customer service and minimize order management pricing discrepancies
- Support rebate processing by immediately addressing contract errors to ensure rebates are completed in a timely manner thus allowing for accurate sales compensation and customer incentive reporting
- Lead communications with Distributors for an assigned region to ensure that their contract pricing system is accurate to minimize rebate processing errors

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- Candidate should be highly motivated with strong technical and analytical competencies
 - 3+ years of related work experience in the areas of accounting, sales support/operations and/or contract administration
 - Run volume commitment and adhoc reporting to meet the business requirements
 - Track and manage all requests requiring a 48 hour turnaround time including contract membership changes, product additions, Customer Service order management issues
 - Work with various business units and/or operations functions on special projects as required
 - Manage monthly rebate claim file