



Example of Contracts Analyst Job Description

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Our company is growing rapidly and is looking to fill the role of contracts analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for contracts analyst

- Creating maintain generate distribute monthly/quarterly reports
- Providing pricing database for new product additions to National Contracts
- Fulfilling sales reporting requirements to accounts
- Ad-hoc reporting/special projects as requested
- Complete monthly and Ad hoc reporting of performance for numerous customer-related contracts
- Create and use data extraction tools linked to the enterprise system for all aspects of performance reporting
- Investigate and implement new processes and tools to improve performance against the various KPI
- Communicate with and educate Branch and Materials Management personnel on areas of improvement
- Provide sales support and Account Manager support through report creation, data interrogation and interpretation
- Collect and analyze data utilizing systems and databases

Qualifications for contracts analyst

- Support U.S. field locations and National Accounts in processing and maintaining pricing contracts
- Coordinate and process Group Purchasing Organization-related functions
- Verify pricing accuracy between executed agreement and Oracle system

- Assist local field locations to resolve pricing discrepancies and upload pricing into ERP system
- Calculate and process monthly and quarterly rebate reports