



Example of Regional Specialist Job Description

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Our company is growing rapidly and is looking for a regional specialist. 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 regional specialist

- Fluent with Microsoft Office & business systems required for creating reporting and database tools and link available system data
- Use existing and newly created reports to analyze specified areas of opportunity in operations, sales and inventory performance
- Create training plans and communications to help managers make the best and most efficient use of available tools
- Created standard reports or dashboards to measure trends and progress made on operations initiatives and actions
- Own projects aimed at improving profitability and efficiency in defined geographic and functional areas
- Previous AP background to understand nuances of matching/entry would be extremely helpful
- Basic understanding of the SPA/SPJ supplier rebate process
- Assist branches in resolving unapproved invoices
- Overview of ERP hold queues for Regional metrics, assist branches with difficult issues or those that require liaison with AP
- Liaison with SPA/Pricing Team to resolve pricing issues and ensure that SPA agreements are entered for applicable orders

Qualifications for regional specialist

- Ability to work independently and collaboratively from remote location

- A university degree in Accounting or Tax
- Clear affinity in working on IT systems and solutions in the financial reporting area, extensive hands on experience in Microsoft Excel
- Willing to travel where needed