



JOB DESCRIPTION

POSITION: Contract Administrator
DEPARTMENT: Purchasing
REPORTS TO: Corporate Purchasing Manager
CLASSIFICATION: Non-Exempt
APPROVED BY: Chief Operating Officer
APPROVED DATE: 10/1/17

Summary

Manage all aspects of contracted pricing and rebates. Maintain system data and ensure accurate and timely processing of information.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Process and reconcile rebates claims.
- Analyze sales data for additional rebate claim opportunities
- Coordinate contract pricing with the Sales Team and Buyers.
- Enter and maintain contract pricing in the system.
- Renew contracts with suppliers.
- E-file rebate claims via the internet.

Competencies

- Customer Focus
- Problem Solving/Analysis
- Time Management
- Communication Proficiency
- Technical Capacity

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a large room with own cubicle space. This role routinely uses standard office equipment such as computers, telephone, headset and photocopiers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is regularly required to stand or sit and move about the facility.

Position Type/Expected Hours of Work

This is a full-time position, Monday through Friday 8:00 a.m. – 5:00 p.m. Occasional early or late hours may be required as job duties demand.

Required Education and Experience

- High School diploma or equivalent, some college preferred.
- 3+ years of Finance, Accounting and/or Contracts experience preferred, distribution experience a plus.

Abilities:

- Detailed oriented and organized
- Process data accurately and timely
- Strong analytical and problem-solving skills
- Multi-task and prioritize under pressure and meet deadlines
- Strong customer service skills
- Strong verbal and written communication skills
- Intermediate math skills
- Intermediate to advanced Excel skills

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management.

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____