



PRICING COORDINATOR

Company: All States Asphalt, LLC
Department: Sales
Classification: Hourly

Location: West Springfield, MA
Reports to: TBD
Revised: May 13th 2024

Position Summary:

As a Pricing Coordinator, you will play a crucial role in ensuring the accuracy and efficiency of our pricing strategies. Your primary focus will be maintaining a pricing database, conducting pricing analysis, and collaborating with our liquid asphalt sales team. The ideal candidate will possess strong analytical skills, keen attention to detail, and the ability to work in a fast-paced environment.

Essential Functions:

The following list exemplifies the demands of the position but is not exhaustive of all day-to-day functions. The candidate may be required to perform any or all of the following tasks on a daily, weekly, or seasonal basis.

- Conduct pricing analysis to identify trends, opportunities, and areas for improvement.
- Collaborate with the sales and logistics team to ensure accurate pricing strategies that align with company objectives.
- Perform data entry tasks to update pricing information accurately and efficiently.
- Work closely with the logistics team to understand key components of the pricing structure.
- Monitor market trends to assist the sales team with updated information and projections.
- Maintain organized documentation of pricing updates.
- Implement strong communication skills to update the accounting team with pricing and billing information.
- Review and approve daily invoices.
- Other duties as assigned.

Other Accountabilities/Responsibilities:

Performs related and unrelated duties as may be required.

Position Qualifications:

The ideal candidate will have a bachelor's degree in business administration, management, or a related field. Must be proficient in Microsoft Office Suite (Excel, Word, PowerPoint). Must be highly organized and comfortable working both independently and in a group setting. The ideal candidate should have strong analytical and communication skills. Attention to detail and accuracy is a must. Experience with an Accounting Software & ERP is preferred. Must possess a valid driver's license. Will be required to pass a physical and drug screen.



Independent Action:

Performs work independently within scope of established guidelines and practices.

Work Conditions

The noise level in the work environment ranges from moderate in the office to occasionally loud at field locations.

Physical Demands:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands, reach with hands and arms, handle, feel, talk, see and listen. The employee is occasionally required to stand, walk, climb stairs, stoop, bend, twist, kneel and crouch. Employee may sit for an hour or more at a time. The employee must occasionally be required to lift and/or move items up to twenty-five pounds.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Any physical demands or work conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.