

PRICING ADMINISTRATOR - JOB DESCRIPTION

JOB INFORMATION

Job Title	Pricing Administrator
Business	Buildbase
Reporting To	Senior Data Analyst

JOB SUMMARY

The Pricing Administrator will be responsible for the ongoing maintenance of all customer price terms, in line with contracts and customer expectations.

You will deliver excellent customer service to everyone you work with on a daily basis - This includes customers, colleagues and suppliers.

This is a permanent position providing excellent progression opportunities within the department and the overall business.

TASKS & ACTIVITIES

- Day to day update of customer price terms
- Generating price change packs for customer
- Manage the price increase process to ensure customer terms are maintained correctly
- Manage the price increase process to ensure framework terms are maintained correctly
- Maintenance and timely upkeep of term prices within the sales system
- Analyse customer prices to ensure they are up to date and in line with customer contracts
- Running of ad-hoc customer pricing exports
- Liaison with price file functions in regard to system product deletions/merges
- Liaison with procurement and price file function on manufacturers price changes

SKILLS & EXPERIENCE

<p>Essential:</p> <ul style="list-style-type: none"> ▪ Able to take a logical and analytical approach to solving problems ▪ Sound working knowledge of Microsoft Office products, including proficient use of Excel ▪ Ability to communicate at all levels ▪ Excellent organisational skills ▪ Must show calmness, confidence and perseverance in demanding situations 	<p>Desirable:</p> <ul style="list-style-type: none"> ▪ Experience of working with a reporting toolkit e.g. Power BI ▪ Understanding and presenting statistics
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OUR VALUES



Our customers rely on us to understand their trade, so we work hard to make sure we know our stuff.

We train our teams to be the best they can be, to build on their skills and to share their knowledge.



This is a “roll your sleeves up” business.

We are all willing to muck in and get our hands dirty to make Buildbase brilliant.

Everyone in Buildbase has a can-do attitude and we take pride in everything we do.



Buildbase is one family - We work together across teams, look out for each other and our number one priority is to make sure everyone goes home safe.

No matter what their background, we respect each other and value everyone’s contribution.

Our people are proud of the part they play in their local communities and we all do our bit to protect the environment and support charities large and small.





Through the resilience and determination of our people we deliver on our promises and that's why our customers trust us to get the job done.

We will always go the extra mile to make sure we are brilliant at what we do, whether we are based in branch, in the office or on the road.