



JOB TITLE: Contract/Sales Administrator

SUMMARY

- Provide support to the Sales and Contracting functions for the Contract Manager through a variety of duties including maintaining customer pricing and rebate agreements in SAP, reviewing and resolving price discrepancies, charge back discrepancies, and price adjustments, and coordinating timely set-up and maintenance of customer accounts.

KEY RESPONSIBILITIES

- Maintain and update pricing and cost information in SAP and other reference systems, following established procedures.
- Prepare regular and ad hoc reports on pricing, contract status, or other sales reports as requested.
- Research pricing discrepancies and requests for price adjustments; process corrections or changes as appropriate within department procedures; prepare summaries of changes or corrections.
- Prepare and review new account information in SAP, ensuring that required data has been entered correctly, including Distributor and or DEA information.
- Protect and prevent disclosure of highly confidential customer pricing data.
- Maintain and update New Deal Sheet and Net Price Grid templates
- Assist in preparing product bids and/or individual product offers to customers
- Prepare monthly product market share reports via IQVIA subscription service

EXPERIENCE Required Skills and Education:

- A Bachelor's degree is required and/or comparable experience.
- Ability to possess advanced Microsoft Excel skills to maintain several complex spreadsheets and reports.
- Familiarity with SAP is strongly preferred.
- Incumbent must possess excellent communication skills, including well developed interpersonal skills and the ability to work directly with external customers and other internal business areas.
- Good organizational skills and the ability to work independently on multiple projects in a fast-paced environment are required.
- Accuracy and attention to detail are essential.

REPORTS to:

- This position will report directly to the Solco Contract Manager and will be located at Solco's corporate office in Somerset, New Jersey.