



## **JOB POSTING**

<b>Job Title:</b>	Pricing Specialist
<b>Department:</b>	Purchasing
<b>Reports to:</b>	Supply Chain Manager

### **Scope of the position**

Reporting to the Supply Chain Manager, this position is responsible for pricing strategies that meet Refrigerative Supply Limited's standards, policies and procedures. They ensure that pricing is accurately applied in an efficient and timely manner.

### **Duties and Responsibilities**

- Administration of product line pricing in conjunction with the Purchasing team and Sales Manager.
- Updating pricing on P21 software.
- Vendor and Item maintenance, including accessories, EHF's & product obsolescence.
- Importing & exporting data relating to fields in item maintenance.
- Ensuring effective internal control procedures are applied.
- Preparation of reports as required.
- Support internal and external sales and administrative activity.
- Interact with purchasing, accounts payable and suppliers for any discrepancy related to pricing.
- Create product entries for damaged goods & new products.
- Product correction (for incorrect barcode entries, etc.)
- Maintenance of the purchasing pricing matrix including periodic review of multipliers and price families.
- This list of responsibilities may not be all-inclusive and can be expanded to include other duties or responsibilities as needed.

### **Skills and Qualifications**

- 1-2 years' experience in a similar role preferred.
- Knowledge of administrative and clerical procedures.
- Experience with computers and relevant software applications.
- Excellent customer service skills/principles.
- Excellent verbal and written communication skills.
- Intermediate to advanced level proficiency in excel, including VLOOKUP, imports, tab delimited, CSV etc.
- Professional personal presentation.
- Information management and high attention to detail.
- Reliability and excellent attendance is a must.

### **Not just a job, a career opportunity!**

Leading in the air conditioning, refrigeration and heating sectors for more than 70 years, we know that talented people are essential to maintaining our success in the future. Refrigerative Supply Limited provides an environment where employees leverage their skills, talents, experience and interests to grow professionally and build rewarding careers.

### **How to apply**

Please send your cover letter and resume to [hr@rsl.ca](mailto:hr@rsl.ca) with the position title in the subject line.

Refrigerative Supply Limited is an equal opportunities employer. We would like to thank all applicants for their interest; however, only those selected will be contacted.