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**Job Announcement #4695**

**CONTRACT PRICING SPECIALIST**

**Job Summary:**

Ensures all contracts and pricing agreements are maintain in a timely and accurate manner. Oversees the communication between Value Analysis, Contractor Coordinators, and Analysts to ensure all systems internal and external are in sync.

**Qualifications**

**Minimum Job Requirements:**

* Bachelor’s degree or 5 years of Supply Chain, Contract, or Pricing Specialist experience.
* 3 years of previous experience in procurement process.

**Knowledge/Skills/Abilities:**

* Experience with an ERP system preferred
* Ability to communicate effectively in both verbally and in writing
* Able to respond to rapidly changing priorities
* Capable of viewing the problem resolution process from a systems perspective and eager to accept the challenges of providing imaginative approaches to their resolutions
* Strong commitment to professional ethics and professional business practices
* Strong business and organizational skills
* Strong human relation skills essential

**Job Duties:**

* Coordinates all activities associated with contracting of both GPO and local agreements for the Supply Chain.
* Develops RFP documents, timelines, tracks questions & responses, performs cost analysis, develops comparison spreadsheets, and score sheets.
* Summarizes documentation, process, and decisions to present to task force and/or Senior Leadership.
* Oversees sourcing of items to ensure best value for item file and non-file items (specials).
* Responsible for reviewing and approving all non-file items requested for purchase.
* Responsible for clearing/correcting all exceptions from GHX.
* Coordinates sourcing of substitute products when ordered items are confirmed to be on backorder or discontinued; requests substitute information, specifications, and pictures.
* Coordinates with Value Analysis for approval of the substitute product to be ordered and ensures all stakeholders are updated.
* Meets with vendors to discuss pricing issues, request samples, pricing proposals, presentations, or bids.
* Responsible for managing the price file with prime vendor.
* Identifies non-contract items and works with Contract Coordinators and Value Analysis to secure pricing agreements with vendors.
* Reviews and analyzes purchasing reports and performs research necessary to identify standardization and savings opportunities.
* Keeps department aware of any contracting opportunities, discontinued items, or orders that cannot be resolved.
* Participates with Leaders in annual budget review and preparation.
* Promotes contract compliance, standardization, implementation, reporting, and benchmarking in collaboration with Supply Chain team and Group Purchasing Organization.