

# Pricing Administrator

Location: Toronto, ON

## What you will do:

- Manage and maintain the price book and quotation system
- Manage and maintain contract pricing in DCS
- Work closely with our Sales Managers to establish pricing standards
- Work with our Account Managers and Customer Service Specialists regarding contact information, expiring quotations, etc.
- Work with Suppliers, Sales Managers, Account Managers and our Purchasing Department regarding mass price changes
- May act as liaison between Customer Service Specialists and Sales Managers on pricing matters
- Apply for and manage cost supports in DCS
- Produce reports as required by the Sales Managers
- Maintain orders/billings analysis and reports
- Others duties as assigned

## What you will require:

- University degree or College diploma with two (2) years of specialized training and experience in a related field (customer service, sales assistant, costing, or purchasing) is required
- Must have strong organizational skills to multi-task and meet deadlines
- Must have strong communication skills, both written and oral
- Must have advanced computer skills in Microsoft office (Word, Excel, PowerPoint, Access) and database
- Must have the ability to work well independently and demonstrate initiative

## We have:

- Competitive wages and great benefits
- A pleasant place to work with the best co-workers around
- Enjoyable company events throughout the year
- Training and education reimbursement programs

## To Apply:

Please send your resume and cover letter to [toronto.hr@univarcanada.com](mailto:toronto.hr@univarcanada.com) and indicate "Pricing Administrator – Toronto" in the subject line of your email. All candidates are subject to a background check. We thank all applicants for their interest in careers at Univar.

## About Univar:

Univar Canada is the leading distributor of chemistry and related innovative products and services in Canada. We provide more chemical products and related services than any other company in the marketplace. Our wide distribution network, with locations coast-to-coast, helps guarantee fast, reliable service to Univar's customers.

Safety is our first priority, both the starting point and foundation for all aspects of our global business operations. Safe transport and storage of products, safe operational practices and safe working conditions enable us to protect our employees, customers, suppliers and the environment.

To read more about our successes and what we do, please visit: [www.univar.com](http://www.univar.com).