



JOB TITLE: PRICING CLERK

JOB SUMMARY

Under direct supervision, is responsible to enter pricing into database; request prices from vendors and resolve any issues or discrepancies we might come across with vendors.

CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES

May include any and/or all of the following:

- Inputs prices into the database received from vendors.
- Inputs and retrieves data from the database
- Communicates verbally or in writing with vendors

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Knowledge in the field of accounting
- Knowledge of office practices and procedures
- Written and verbal communication skills
- Customer service skills
- Basic math skills
- Telephone etiquette skills
- Ability to attend to details
- Ability to type, and operate a personal computer

MINIMUM QUALIFICATIONS

Education and experience equivalent to:

High school diploma with the ability to operate office equipment; at least one (1) year of work experience in billing, accounting or a related field preferred.

CONTACT DETAILS

- Carly Demola, Billing & Pricing Manager : carlyd@coltinternational.com

QUESTIONS? CALL 1.800.626.0577

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