

Job Description



Pricing Coordinator

Position Description and Essential Functions

The Pricing Coordinator is responsible for maintaining overall price integrity of the Crossroads Market operation, to include management of the pricing software system.

Job Requirements

- Work with IT Department and 3rd party IT Vendor Support to quickly resolve any system issues.
- Review all supplier invoices and ensure and/or correct with the supplier, within one day of receipt, for accurate pricing.
- Conduct weekly price changes in a timely fashion within the system in accordance with updated pricing received from suppliers.
- Request, in a timely fashion, pricing changes and updates from department managers so as to enter and account for accurate costs in the system.
- Review pricing request processes with department managers to ensure he/she is trained and the request and/or change forms are complete, including account for all costs associated into the product and/or service.
- Update and place pricing signage in the store in accordance with Crossroads Market standard signage program, as designated by the Marketing department. In addition, old and outdated signage and adhesives must be removed immediately when ineffective.
- Work closely with department managers to ensure pricing within respective departments is correct and displayed appropriate and accurately.
- Train designated personnel to serve as Pricing Coordinator's backup. Conduct ongoing and follow-up training, as needed and in a timely fashion, to ensure any and all backup personnel are properly and thoroughly trained and prepared.
- Routinely verify pricing in the store to ensure compliance with local, state, and federal pricing requirements.
- Assist store management with receiving processes and procedures, as needed.
- Provide excellent guest service

Reports to Store Director

* The above list is not an all-inclusive list of duties and/or requirements. You will be expected to perform various tasks as required by the customer. As business objectives changes, so too may the duties.