

Kubota Engine America

JOB TITLE: Pricing Analyst & Project Coordinator
DEPARTMENT: Parts
REPORTS TO: Parts Operations Manager
FLSA STATUS: Non-Exempt

Job Description Summary

The Pricing Analyst & Project Coordinator is responsible for two areas. The Pricing Analyst component is reviewing, recommending, maintaining and analyzing pricing for aftermarket parts. The Pricing Analyst also must perform competitive market analysis and benchmarking within the company's market segment. The Project Coordinator component is comprehensive project management of initiatives related to parts, purchasing and warehouse projects and is an integral member of the parts & distribution organization. Included, but not limited to the design, building, directing, organizing and controlling of various activities/projects. Within specific limits, makes independent decisions regarding the planning, organizing, and scheduling of the work involved.

Duties and Responsibilities

- PA: Analyze parts pricing to identify actionable opportunities for competitiveness, margin, and market growth
- PA: Analyze parts gross margin reports; evaluating positive and negative trends or pricing variances and make recommendations to management
- PA: Maintain Parts List Price file and recommend list pricing for new parts
- PA: Compile pricing intelligence and develop/maintain a process and database containing competitive pricing information
- PA: Review parts price bulletins and make price adjustment recommendations as needed
- PA: Analyze inbound shipping invoices for Freight, Duty and Fee errors
- PC: Attend meetings & communicate with related departments to identify core requirements for assigned projects
- PC: Establish, design distributor KPI's with the purpose to benchmark best practices. Set up follow up meetings and report to management.
- PC: Assist in designing, organizing & implementing project objectives
- PC: Prepare project organization and communication charts/spreadsheets. Track progress and work performed
- PC: Effectively and accurately communicate relevant project information
- PC: Guide related team members to work through challenges and conflicts
- PC: Communicate ideas for improving company progress with a positive and constructive attitude
- PC: Keep manager informed about project status and issues that may impact the project
- Implement solutions to business objectives through configuration, documentation, or process improvements
- Responsible for creating and compiling information for various reports and projects; analyze and make recommendations as appropriate
- Support Parts Sales and Marketing Manager with information gathering, pricing updates, and other reports
- Maintain various spreadsheets and other data records by extracting, combining, updating, and creating new spreadsheets
- Document processes and update existing scripts
- Manage special projects as assigned.
- Maintain an organized and secure work environment
- Support co-workers in other departments as needed
- Inform Manager of all noteworthy activities
- Follow safety guidelines and department and corporate policies and procedures

Authority

N/A

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Job Knowledge, Skills, and Abilities

- Prior experience in parts operations, preferably with internal combustion engine
- Knowledge of engine parts with some technical aptitude.
- Understands business & cost accounting to be able to perform analysis for calculating gross margins
- Ability to analyze large amounts of data with Excel. Will require advanced excel (formulas, pivot tables, etc)
- Ability to apply mathematical principles to business operations and decision-making using quantitative methods to analyze data, make decisions and solve problems related to finances, accounting and business statistics.
- Project management or coordinator skills with leadership ability
- Ability to cope with working across a range of areas (IT, Finance, Sales, Logistics & Warehousing systems) in a busy commercial environment
- Excellent communication and interpersonal skills demonstrated by the ability to resolve conflicts, develop appropriate solutions to problems, and develop and maintain mutually beneficial relationships with vendors and co-workers
- Ability to work independently with minimal supervision; be reliable and punctual
- Ability to multi-task, establish priorities and meet deadlines, maintain a flexible attitude and approach towards assignments, and maintain level of organization in a changing and fast paced environment
- Strong command of the English language, both written and verbal
- Ability to comprehend an extensive variety of instructions, both oral and written
- Excellent written and verbal communication skills
- Strong problem solving skills and analytical skills; needs to be highly adaptive and creative
- Working knowledge of word processing, presentation, and database applications
- Advanced knowledge of spreadsheet applications (google sheets)
- Advanced knowledge of SAP, some knowledge of S4Hana
- Ability to travel on an as needed basis, possibly overnight, often with last minute notice

Education and Training

- Bachelor's degree in business management, finance, economics, mathematics, or equivalent experience
- 3-5 years prior experience in competitive market or business analysis with aftermarket parts, pricing analysis and procedures
- 2-3 years' experience in project management or coordinator role or related experience

Physical Demands

- Sitting for long periods of time with some walking, stooping, bending, kneeling, and reaching
- Dexterity to make fast, simple, repeated movements of the fingers, hands, and wrists
- Movement by holding, turning, and grasping of objects
- Reaching by extending hands in any direction
- Ability to drive a car and travel by air
- Ability to hear normal conversations on phone or in person
- Ability to see more than 20 feet
- Ability to see color and see/read computer screen

Work Environment

- Work is performed in an office environment. Noise level is moderate
- Limited exposure to the warehouse. Limited exposure to temperature variations when shipping doors are open
- While traveling, will experience noise and comfort levels common to automobiles and airplanes

Tools and Equipment

- Computer and other general office equipment
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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____

Date: _____

Supervisor/
Manager: _____

Date: _____