



Bay Area Beverage Company

TITLE:	Pricing & Purchasing Analyst
DEPARTMENT:	Finance
REPORTS TO:	Accounting Manager
LOCATION:	East Bay
BENEFITS:	Yes
STATUS:	Full-time, non-exempt
SCHEDULE:	Monday-Friday

Position summary

The Pricing Analyst is primarily responsible for producing analysis and reporting to maximize gross margin and minimize operating expenses:

In your role as Pricing & Purchasing Analyst, you

- Work closely with company management and suppliers to determine product pricing and promotions
- Stays abreast of other pricing activities by our competitors and distributors of the same brands within our region
- Writes and review sales reports to verify the success of pricing initiatives
- Monitors cost per unit to ensure that invoices received are accurate
- Analyze profitability trends to identify issues and opportunities in the market for presentation to upper management
- Input product promotions into the pricing /sales system and report all price changes mandated by state law within required time frame
- Analyze new products from a pricing perspective to ensure margin requirements are met and set up new products in the pricing /sales system
- Cross train with Purchasing Manager in order to support daily duties
- Management of dashboard synthesizing margin and operations data daily
- Assist in annual budget process to establish projected sales volume and expense trends
- Report and maintain pricing to chain customers using their dedicated portal
- Forecast and place orders with suppliers

To qualify for this position, you have

- A Bachelor's degree in Finance or Business Administration or Mathematics
- 1-3 years of experience working with data for purposes of analysis in Consumer Products
- Must be detail oriented, strong attention to detail and extremely accurate
- Stellar conceptual and analytical skills
- Advanced software skills
- Proficient in Excel with concentration on V-look up, Index match, and Pivot tables
- Knowledge of and experience working with data structures and product hierarchies (preferred)
- Strong communication, interpersonal, and follow-up skills
- Ability to work independently
- Background working in regulated industries