



Position Posting

Position: Contract and Rebate Administrator
Reports to: Billing Manager

Location: Kent
FLSA: Non-Exempt

Summary:

Provide timely and accurate processing of all billing and rebate related functions, ensuring both profitability of daily orders and a high standard of customer service.

Essential Functions:

- Responsible for National accounts pricing and rebates.
- Responsible for the processing of division's rebates, reconciliations and balancing of rebates records and spreadsheets related to all rebate aging.
- Resolves problems in recurring contracts and rebate assignments.
- Request/Receive contracts from Mills, Merchandisers and Account Managers. Loads pricing and communicates as appropriate to internal business partners.

Other Functions:

- Assist Account Managers with account pricing.
- Perform moderate to complex degrees of billing functions such as the checking of shipping memos, making additions and deductions for freight and parcel posts, entering credits and additional billings to customers.
- Analyzes purchase order price, current prices and price increases for proper use in special pricing costing.
- Execute cost changes for open orders and forced invoice printing requests.
- Maintains customer's reseller permits and tax class codes.
- Assist customers with problems, pricing and quantity changes.
- Back up receptionist for breaks and meal periods.
- Perform other functions as necessary.

Qualifications:

- Minimum 1-3 years Rebate/Billing experience, including previous experience in high volume company.
- Proficiency in Microsoft Windows and current versions of Microsoft Office.
- Ten key and typing by touch.

Knowledge, Skills and Abilities:

- Basic accounting knowledge.
- Highest level of professionalism with the ability to maintain confidentiality.
- Effective verbal and written communications skills. Ability to communicate at all levels of organization and work well within a team environment in support of company objectives. Customer service oriented, with the ability to work well under pressure.
- Detail oriented, well organized with ability to prioritize, coordinate and simultaneously maintain multiple projects. Problem solving/strategic thinking.
- Proficient in developing and maintaining report tracking tools.
- Ability to work with little direct supervision. Motivated/driven.
- Approachable, flexible, adaptable to change. Shows initiative and eagerness to learn.

Working Conditions:

- Professional office environment.
- Ability to sit or stand for extended periods of time.
- Regularly lift 10-20 lbs.
- Frequent use of basic office equipment (i.e. computer, stapler, 3-hole punch, paper cutter, etc.)
- Occasional overtime

To Apply:

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