



# E.B. Horsman & Son

*The Electrical Distributor of Choice!*

## About the Team

E.B. Horsman & Son (EBH) has been in business since 1900. We are strong, nimble, and growing! EBH is proud to be a successful Western Canadian electrical distributor with 20+ locations throughout BC, Alberta, and Saskatchewan, and we are consistently recognized as one of Canada's Best Managed companies. We take pride in living by our core values and carrying our mission statement of "Providing the Best People, Best Solutions, and the Best Service in the Electrical Industry."

## Why Join the EBH Team?

### The Perks.

- Full benefits package
- Competitive compensation plan
- Profit-sharing
- Employee share ownership program (ESOP)
- RRSP matching after 1 year of employment
- Birthday day off

**The People & Culture.** You will be a part of a collaborative team with people you can be proud to work with.

**Continuous Development.** You will have access to our EBH University for personal & professional development. Training & Development has been an essential part of our culture. Increasing our knowledge not only builds confidence but empowers growth through learning.

## About The Role

The **Pricing Coordinator** position is responsible for day-to-day tasks in the Pricing Department, including but not limited to: product pricing update and upload in ERP system, answering inquiries from branches and other departments, special pricing agreement maintenance, month-end rebate and



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reconciliation. This role provides extensive data support within the organization and advocates best practices in data governance.

This is a great opportunity for someone who possesses an acute sense of urgency, attention to detail, strong organizational, and analytical skills with a customer service orientation. The role provides a unique opportunity to work cross-divisionally and build relationships with both internal and external customers. Our ideal candidate must serve as a positive contributing member of the Pricing team while championing EBH's Mission and Values. This role will be reporting to the Pricing Supervisor.

## **Position Type/Schedule**

This role is based out of Head office. This is a full-time position, Monday-Friday, 40 hours per week with the ability for hybrid remote work following the probationary period.

**Head Office:** 19295 25<sup>th</sup> Ave, Surrey B.C.

## **What are the Key Accountabilities?**

### **Item Setup & Maintenance**

- Reviews and loads item pricing and item information into ERP system (Prophet 21).
- Maintains and updates pricing from local, national and international suppliers in ERP system (Prophet 21).
- Ensures data accuracy and consistency across multiple products and categories
- Regular review of new, temporary and regular products as necessary
- Monitors SPA (Special Pricing Agreements), loads, verifies the changes and answers inquiries
- Creates any supporting documents for EBH Sales Reps and other colleagues



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## **Communication**

- Answers inquiries and troubleshoots issues regarding product pricing
- Communicates and notifies price changes to internal staff and broadcast on EBH's intranet
- Works closely with our branch sales teams to improve data quality

## **Rebate & Reconciliation**

- Maintains accuracy of Rebate on regular or temp items
- Works with Sales Rep or suppliers to ensure effective dates are submitted to 3rd party rebate partners
- Reviews discrepancies, reconciles and processes monthly rebates
- Maintains record keeping for all variances and working with appropriate party to resolve issue
- Collaborates with Accounts Payable through the Ship & Credit/Debit process by providing needed information

## **Continuous Improvement**

- Collaborates with Sales, Purchasing, and Suppliers to mitigate loss due to inaccuracy and inefficiencies associated with pricing
- Engages in continuous improvement reviews, and provides recommendations, solutions; supports ideas and initiatives
- Participates in development, creation, improvement in the Pricing department

## **What You'll Bring to This Role?**

### **Required Qualification and Skills:**

- 2+ years of experience working with databases or ERP
- 2+ years of customer service experience
- Advanced computer skills with high proficiency in Excel
- Strong verbal and written communication skills
- Customer Service and problem solving skills that include the ability to develop and propose the best solutions
- Proven ability to form strategic partnerships, build relationships and respect cultural diversity
- Ability to be inclusive, respectful, and collaborative



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## **Our Core Values: Celebrating the Past, Empowering the Future**

Teamwork & Collaboration | Integrity | Commitment | Reliability | Initiative | Continuous Improvement

## **Take Your Next Step With EBH**

If you believe your skillset matches the above description and are an enthusiastic, innovative, passionate and energetic individual we would like to hear from you. Please visit our website to apply for this posting [www.ebhorsman.com/careers](http://www.ebhorsman.com/careers) or click "Apply" on this posting.

## **Our Commitment to Inclusion & Diversity**

E.B Horsman & Son is a proud equal opportunities employer and we are committed to creating a respectful, inclusive, and barrier-free workplace that allows all of our people to reach their full potential. A diverse workforce is a key to our success and we believe in bringing your whole self to work. We welcome all qualified candidates to apply and hope you will choose E.B. Horsman & Son as your employer of choice.



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