

Recruiter Contact

Francis, Dillon

<difrancis@astoncarter.com>

Job Description

Overall Responsibility: Responsible for managing trade funds ensuring the integrity and timely processing of data. Managing all aspects of trade funds with close attention to contract compliance and maximization of funds.

Key Areas of Responsibility:

Rebate processing of:

- Contract price deviations
- Programs (Purchase, Growth, Marketing)
- Customer volume discounts
- Manage A/R balances for rebates
- Follow-up with vendors/brokers/customers on open issues/requests
- Prepare and disbursement of rebate documents.
- Routine audits/analysis of customers, vendors, contracts, and commodities as it relates to rebates.
- Monitors, reports, and enforces internal controls to ensure compliance with the organization's policies and procedures.
- Manage users and administration of vendor portal.
- General administrative duties (filing, scanning, etc.)

Qualifications:

- Good analytical skills
- Project Management skills
- Structured and well-organized
- Proficient in communication
- Ability to multi-task
- Strong analytical abilities, including high proficiency in Excel.
- Strong interpersonal skills and demonstrated ability to work across a complex organization, maintaining relationships at multiple levels