

Werner Electric Supply Contract Specialist – Appleton

Werner Electric Supply Company provides electrical and lighting products and services to industrial and electrical contractors and industrial automation professionals in Wisconsin and Michigan's Upper Peninsula. We are a company with a strong reputation for success, and each employee's role is critical to fulfilling the mission of our organization. We are dedicated to continual improvement in the distribution of quality product and services resulting in the long-term trust, profitability, and success of our employees, customers, vendors, and the communities we serve. All of these things are just part of what makes Werner Electric Supply Company such a great place to work!

Summary

Work as a liaison between the Contracts department and the sales force in setting up and renewing customer Special Pricing Agreements (SPAs) by performing the following duties:

Essential Duties and Responsibilities

- Modify existing reports and/or create new reports to analyze SPA usage.
- Analyze customer sales versus products on SPAs.
- Make suggestions to sales force on adding to or removing items/groups from SPAs.
- Make suggestions to sales force on resale/GP levels.
- Analyze and approve contract checklist form to ensure all pertinent information is provided in a standard format to load into business system.
- Other related duties as assigned.

Qualifications

- High School Diploma or equivalent required. 2-4 year degree preferred.
- Strong written and oral communication skills required. Must be able to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Must be able to add, subtract, multiply, and divide with ease and efficiency in all units of measure using whole numbers, common fractions, and decimals. Must be able to compute rate, ratio, and percent to draw and interpret bar graphs.
- Must be familiar with database software, Internet software, inventory systems, order processing systems, and word processing software.
- Must be proficient in Microsoft Office Suite.
- Must be able to frequently lift and/or move up to 10 pounds and regularly lift and/or move up to 25 pounds. Frequently required to sit, use hands, talk, and hear. Regularly required to walk and reach with hands and arms. Occasionally required to stand.

Werner Electric Supply is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.