Patterson Pump Co

CSTAN Costing Analyst 2A

Department: Sales
FLSA Status: Exempt
Grade/Level:
Job Type: Regular
Work Schedule:
Week days M-F 8 am to 4:30 pm. Additional hours as required.

Job Status: Full Time
Reports To: National Sales Manager
Amount of Travel Required:
Positions Supervised: None

POSITION SUMMARY

Responsible for documenting and assisting in determining the appropriate costing for standard company products based on a variety of factors. Duties includes, but not limited to conducting cost history analyses, researching costing issues, studying previous sales data, and maintain costing and other tables for standard products.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Analyze costing data available in the system and report data to decision-makers.
- Work with previous close out data to verify adjustments needed for standard product pricing.
- Collaborating with sales and other departments on developing and implementing pricing.
- Maintain costing and other product tables for configured products.
- Identify appropriate references for configured products pricing.
- Comply with established safety policies and procedures. Wear required Personal Protective Equipment as directed. Use appropriate tools designed for their specific job tasks. Provide feedback related to hazard assessments and/or accident investigations.

  Act in accordance with Patterson's Company policies (ex. Harassment, Equal Employment Opportunity, Ethics, Safety, etc.).

  Regular attendance at work is an essential function of the job.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Project Management - Ability to organize and direct a project to completion.
- Problem Solving - Ability to identify declining sales trends and devise strategies to improve them.
- Presentation Skills - Ability to effectively present information publicly.
- Delegating Responsibility - Ability to allocate authority and/or task responsibility to appropriate people.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Self Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Reliability - The trait of being dependable and trustworthy.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information using technical drawings, schematics, and ladder diagrams.
- Accuracy - Ability to perform work accurately and thoroughly.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.

SKILLS & ABILITIES

Education: Bachelor's Degree (four year college or technical school) Preferred.

Experience: 2 plus years of experience in work-related skill and knowledge

Computer Skills: Syteline, MicroSoft Office, Excel, Word, Power Point, Outlook, Sharepoint, Qlik.

Certifications & Licenses:

Other Requirements: Must have good communication skills, written and verbal.

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands	
Stand	O
Walk	O
Sit	O
Manually Manipulate	O
Reach Outward	O
Reach Above Shoulder	O
Climb	O
Crawl	O
Squat or Kneel	O
Bend	O
Grasp	O
Speak	F

Lift/Carry	
10 lbs or less	O
11-20 lbs	O
21-50 lbs	N
51-100 lbs	N
Over 100 lbs	N

Push/Pull	
12 lbs or less	O
13-25 lbs	N
26-40 lbs	N
41-100 lbs	N

Other Physical Requirements

- Vision (Near, Distance, Color, Depth)
- Ability to wear Personal Protective Equipment (PPE) - Eye, hearing, and foot

WORK ENVIRONMENT

Office environment and trade show environment.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.