



Job Description – Pricing Coordinator

Reports To – Vice President, Market Access

Job Responsibilities

The Pricing Coordinator is responsible for processing customer pricing entries, quote tool updates, and account validations in an accurate and timely manner. This role also includes administration of general Market Access department responsibilities such as updating and maintaining health system rosters, regular customer database audits, and coordination of commercial processes across the organization.

General Description and Duties:

To perform this job successfully, an individual must be able to perform each essential task satisfactorily. The tasks listed below are representative of the knowledge, skill, and/or ability required to perform this job effectively.

- Enter new customer pricing and manage tier adjustments in ERP system
- Manage quote tool updates for full product portfolio and generate custom quote requests
- Monitor commercial contract compliance and perform quarterly reconciliations
- Respond quickly and professionally to internal and external customers
- Manage pricing exception inquiries from customer service and field team
- Administer roster alignments and pricing changes for health systems and purchasing groups
- Validate customer information during initial set up and manage customer data in ERP system
- Identify and recommend areas for improvements with the commercial processes to meet the evolving needs of the business

Projects and Other Duties:

- Regular audits of customer database to ensure that all records are accurate and up to date
- General administrative support with new product launches
- Other projects as requested by the manager

Position Qualifications

- Excellent attention to detail, organizational skills, and work ethic
- Capable of quickly learning Axonics' products, procedures, and systems
- High degree of proficiency with Microsoft Office: Excel, PowerPoint, Word, and Outlook
- Ability to communicate and collaborate effectively across the organization
- Self-starter with drive to exceed expectations
- Familiarity with QAD or comparable ERP systems
- Knowledge of database flow within multiple systems
- Experience with commercial contracts and key business terms

Minimum Education:

- Bachelor's degree (Business Administration or similar) preferred

Minimum Experience:

- 3+ years of experience in sales operations, commercial contracting, pricing administration, or customer relations role
- 2 or more years of relevant industry (medical device) experience preferred