

Rebate & Pricing Operations Analyst (Order to Cash)

Your tasks

Collect and Validate Input Data

- Retrieve rebate request files from the pricing mailbox and validate details against agreements, contracts, and SAP records.
- Verify material numbers, purchase order details, invoice data, and rebate eligibility prior to processing.

Manage Exceptions and Approvals

- Resolve discrepancies such as expired contracts, incorrect pricing, or late submissions in accordance with established approval matrices.
- Apply corrective actions to address common errors, including missing material numbers and incorrect rebate calculations.

Create and Upload Rebate Transactions in SAP

- For Conveyor Belt and Vulcan rebates, create credit memos with invoice or order references, update pricing conditions, and apply correct margins.
- For End-User rebates, generate upload files, perform test runs, resolve errors, and execute final uploads in SAP.

Finalize Documentation and Communication

- Attach all required supporting documentation (rebate forms, agreements, email correspondence) to SAP credit memos for audit purposes, including mandatory documentation for credits of \$5,000 or greater.
- Communicate rebate status to customers and internal stakeholders, providing summaries of approved, denied, and pending rebate requests.

Prepare and Maintain Tracking and Reporting

- Complete and update rebate tracking templates with accurate pricing, rebate amounts, and audit notes.
- Perform margin and rebate calculations and validate results in accordance with distributor-specific requirements.
- Prepare rebate-related reports as requested by supervisors or business stakeholders.

Process Improvement

- Identify opportunities for process improvements and initiate enhancements to increase efficiency and effectiveness of rebate operations.



Job ID
REF93425Q

Location
Taguig City

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
**Continental Global Business
Services Manila, Inc.**

Your profile

- **3–5 years of experience** in rebates processing, pricing operations, accounts receivable, order-to-cash, or finance operations within a corporate or shared services environment.
- **Hands-on experience with SAP** (preferably SD/AR modules), including:
 - Creating and processing credit memos
 - Uploading transactions via text files or batch programs
 - Validating pricing conditions, margins, and rebate agreements
- **Strong experience reviewing contracts and pricing agreements**, including:
 - Validating rebate eligibility and terms
 - Interpreting contract expiration dates, pricing conditions, and approval matrices
- **Experience handling exceptions and approvals**, such as:
 - Expired or invalid contracts
 - Incorrect pricing or rebate calculations
 - Late or incomplete submissions
- **Advanced Excel skills**, including:
 - Pivot tables, VLOOKUP/XLOOKUP, and basic formulas
 - Managing and maintaining tracking files and reconciliation reports
- **Experience supporting audits**, with familiarity in:
 - Documentation requirements
 - Attaching and retaining backup for financial transactions (especially high-value credits)
- **Strong communication skills**, with experience:
 - Corresponding with customers and internal stakeholders
 - Preparing clear summary emails and status updates
- **Process improvement mindset**, with demonstrated ability to:
 - Identify inefficiencies
 - Propose and implement operational improvements

Preferred / Nice-to-Have Experience

- Experience with **rebate programs** (End-User, Distributor, or Channel rebates)
- Exposure to **pricing tools or shared pricing mailboxes**
- Experience working in a **global or regional finance team**

Education (Typical Expectation)

- Bachelor's degree in **Finance, Accounting, Business Administration**, or a related field (or equivalent relevant experience)

Our offer

- Hybrid work setup
- HMO upon hire
- Values-based culture
- Learning Opportunities

Ready to drive with Continental? Take the first step and fill in the online application.

About us

Global Business Services Manila is the only ContiTech location in the Philippines providing support to global stakeholders (e.g. NAR, EuroAsia)