

# Rebate & Pricing Operations Analyst (Order to Cash)

## Feladatok

### 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**

Telephely  
**Taguig City**

Vezetői szint  
**Beosztott**

Munkahelyi rugalmasság  
**Hibrid munka**

Jogi egység  
**Continental Global Business Services Manila, Inc.**

## Profilja

- **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)

## Ajánlatunk

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

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## Rólunk

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