



Position:	Region Contract Manager	Department:	Sales Administration
Classification:	Exempt/Salary	Reports To:	VP of Sales
Date Created:	03/09/2026	Last Revised:	03/09/2026

Job Overview:

The Region Contract Manager, under general supervision of the VP of Sales, supports, manages and provides oversight of the various Group Pricing Organizations (GPOs). To carry out their job duties successfully, the position works directly with Sales Managers, Sales Consultants, and the Purchasing, Vendor Programs and Bid Departments. The Region Contract Manager manages contracts and agreements with the GPO's, inclusive of pricing, manufacturer contract programs, cost schedules, and top to top relationships, focused on achieving targets for sales and gross profit. In addition, the Region Contract Manager provides review and control of the customers that are part of the GPO to determine their eligibility for incentives and rebates outlined in the respective agreements. The Region Contract Manager is also responsible for partnering with the Purchasing Dept. to prepare for all internal and external audits and controls pertaining to the GPO business.

Essential Functions:

1. Develops medium to long-term sales plans and prepare strategies to protect, grow and diversify the relationship with the GPO's.
2. Responsible for cross-functional customer alignment, customer wiring, top-to-tops (drive biannual/annual customer meetings with C suite executives of customer and company), and build customer partnerships that aligns Purchasing, Vendor Programs and Bid teams in opportunities that will create value for both company and the customer.
3. In coordination with company and department leadership, manages contracts, terms, and conditions including the customer MDA (Master Distribution Agreement), amendments, extensions, renewals, letters of intent, limited time offers.
4. Fully leverages the company's CRM tool in the management of sales planning, prospecting opportunity tracking, task management, and daily customer engagement and drives productive utilization of the tool among team members.
5. Supports face-to-face and remote sales to new locations and new opportunity sales to existing customers.
6. Conducts presentations and product demonstrations/cuttings in partnership with the Culinary Specialist and food brokers.
7. Establishes GPO members and notifies respective departments who contribute to the relationship.
8. Supports and participates in the Request for Proposal (RFP) and contract process.
9. Provides oversight and review of all incentives and rebates outlined in agreements and prepares documentation to process payments.

10. Actively participates in the contract negotiation process with the various GPO's.
11. In partnership with Purchasing and the GPO's, establishes pricing for Limited Time Offers (LTO's), tracks case movement, and provides regular reports to all parties.
12. Manages daily the cost schedule and special pricing file to ensure compliance with contract pricing.
13. Manages the programs that GPOs maintain directly with manufacturers, including tracking eligible items, pricing and/or allowances.
14. Codes and inputs into company computer systems program rebate information pertaining to GPO's to enable the company to bill back vendors for eligible purchases.

Additional Responsibilities:

1. Reviews and processes monthly drop size discounts contingent upon the credit terms of the customer.
2. Generates and analyzes weekly, monthly, and quarterly sales reports for the GPOs.
3. Generates and analyzes quarterly vendor reports for GPO customers.
4. Processes and analyzes sales rebate payments on a monthly or quarterly basis.
5. Performs pricing audits quarterly for the special pricing file.
6. Attends GPO special events and board meetings when required.
7. Generates and administers business performance reviews to customers as required.
8. Attends Sales meetings and conducts presentations when necessary.
9. Supports Sales with attendance at the annual Food Expo.
10. Provides a variety of support to the Purchasing, Credit, and Sales departments as necessary.
11. Performs other related work and required or directed.

Knowledge, Skills, and Abilities:

1. Develops and maintains knowledge of company products and the products of competitors.
2. Working knowledge of functions of the Bid, Purchasing, and the Credit positions to be able to convey information to customers when needed.
3. Ability to educate customers on the benefits of joining a GPO.
4. Ability to express information in terms of profit/loss, food cost and expense ratio.
5. Ability to learn and effectively use company-specific computer systems.
6. Strong financial acumen with ability to properly plan and execute business plans.
7. Ability to negotiate contracts.
8. Ability to effectively conduct presentations in front of large groups of people.
9. Ability to use logic to analyze financial and other problems, and develop solutions.
10. Ability to work independently and without constant direct supervision.
11. Proficient in the use of Microsoft Office products, including Excel and Outlook.
12. Strong English language aptitude, including the ability to communicate effectively verbally and in writing.
13. Strong communication skills, including the ability to understand the needs and responsibilities of others, and factor such into the timely communication of work issues to others that have a need to know.
14. Ability to effectively resolve difficult interpersonal conversations or conflicts.
15. Ability to perform work within timeframes, with attention to detail and a high level of accuracy.
16. Ability to improve processes and efficiency with communication, generation of reports, and information to share with customers, sales representatives, or leadership.

Education/Experience (Preferred Minimum Qualifications):

1. Possession of an Bachelor's Degree from an accredited college or university in the areas of sales, culinary arts, marketing, finance, or any other related degree, and at least seven (7) years of industry experience managing a portfolio of business and people.

Licenses/Certifications/Special Requirements:

1. Must take and pass a pre-employment drug test.
2. Subject to random and reasonable suspicion drug and alcohol testing.
3. Must maintain a valid Driver's License at all times while in this position.

Physical Requirements:

Requirement	8 Hour Schedule	10 Hour Schedule	As % of Time
Limited	0 – 1 hour	0 – 1 hour	Less than 1%
Occasionally	1 – 2 hours	1 – 2.5 hours	Equals 1% to 25%
Frequently	3 – 4 hours	2.6 – 5 hours	Equals 26% to 50%
Repeatedly	5 – 6 hours	5.1 – 7.5 hours	Equals 51% to 75%
Continuously	7+ hours	7.6 + hours	Equals 76% to 100%

Activity	Duration
<i>Sustained Postures</i>	
Sit:	<i>Repeatedly</i>
Stand:	<i>Occasionally</i>
Walk:	<i>Occasionally</i>
<i>Intermittent Activity</i>	
Bend:	<i>Limited</i>
Kneel/Squat:	<i>Limited</i>
Climb Stairs:	<i>Limited</i>
Crawling:	<i>Limited</i>
Overhead Reach:	<i>Limited</i>
Typing/Keyboard	<i>Repeatedly</i>
Vehicle Operation:	<i>Occasionally</i>
PPE/Special Clothing:	<i>Limited</i>

Activity	Duration
<i>Repetitive Use of Hands/Wrists</i>	
Grasp:	<i>Frequently</i>
Push/Pull:	<i>Limited</i>
Fine Manipulation:	<i>Limited</i>
<i>Material Handling lbs.</i>	
Lift:	<i>0 – 80 lbs Limited</i>
Carry:	<i>0 – 80 lbs Limited</i>
Push:	<i>0 – 80 lbs Limited</i>
Pull:	<i>0 – 80 lbs Limited</i>
<i>Miscellaneous</i>	
Exposure to Heights:	<i>Limited</i>
Exposure to Packaged Chemicals:	<i>Limited</i>
Exposure to Temperature Contrasts:	<i>Limited</i>