

# Sales Coordinator

## Your tasks

### HOW YOU WILL MAKE AN IMPACT

The Sales Analyst is responsible for sales/program support to automotive customers of the ContiTech OESL DTS segment in North America Region. Coordination and processing of sales tasks within administration of pricing within SAP system and assist in managing account receivables/Financial reports. Sales support for the KAM and participation in the implementation of the sales, turnover and profit contribution targets defined by the ContiTech OESL DTS segment at customer and/or sales NA region levels.

### Core Responsibilities:

- Managing and setting series prices into the SAP system, check and track the series price with Sales team incl. checking the price contracts directly from customer B2B portal.
- Credit Management: Tracking and solving if invoices are not paid from customer; Assist Accounting Department with customer collections and past due accounts by doing follow up with customers and A/R.
- Coordination of customer Tooling Purchase orders with the customers process and Accounting/Quality department, following up the invoices to ensure no delays on tooling payments.
- Generate the necessary documents to assess the profitability and implementation of price strategies.
- General and local support regarding sales topics.
- Support the controlling area and sales team with the data extracted by SAP for budget and strategy planning purposes.
- Maintains customer and article master data, scheduling agreements, orders, price lists, and FC / planning data for own customer area in the SAP.
- Checks and confirms purchase statements / piece price and tooling/prototype/R&D contracts for completeness and accuracy and clarifies any discrepancies.
- Monitor frequently the customers portals for any new or updated purchase orders, samples orders and other pertinent commercial documents.
- Download Purchase orders from customers portals, distribute internally and storage properly.
- Potential for account management, supporting a handful of smaller accounts and/or service accounts.

## Your profile

### WHAT YOU BRING TO THE ROLE



Job ID  
**REF56923S**

Field of work  
**Marketing and Sales**

Location  
**Rochester Hills**

Leadership level  
**Leading Self**

Job flexibility  
**Hybrid Job**

Legal Entity  
**ContiTech USA, Inc.**

- Bachelor's degree in business administration or engineering
- 2 years' professional experience in sales administration
- Experience with excel (i.e. formulas, arrays, etc.)
- Experience conducting meetings with management and customers
- Communication and results oriented
- Legal authorization to work in the U.S. is required. We will not sponsor individuals for employment visas now or in the future for this job posting.
- Continental is not able to pay relocation expenses for this opportunity.

## **Our offer**

### **THE PERKS**

- Immediate Benefits
- Robust Total Rewards Package
- Paid Time Off
- Volunteer Time Off
- Tuition Assistance
- Employee Discounts, including tire discounts.
- Competitive Bonus Programs
- Employee 401k Match
- Diverse & Inclusive Work Environment with 20+ Employee Resource groups.
- Hybrid Work
- Employee Assistance Program
- Future Growth Opportunities, including personal and professional.
- And many more benefits that come with working for a global industry leader!

### **EEO-Statement:**

EEO / AA / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to [Careers@conti-na.com](mailto:Careers@conti-na.com) or contact US Recruiting at 248.393.5566. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

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

## **About us**

### **THE COMPANY**

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent, and affordable solutions for vehicles, machines, traffic, and transportation. In 2023, Continental generated sales of €41.4 billion and currently employs around 200,000 people in 56 countries and markets.

ContiTech is one of the world's leading industry specialists. The Continental group sector offers its customers connected, environment-friendly, safe, and convenient industry and service solutions using a range of materials for off-highway applications, on rails and roads, in the air, under and above the ground, in industrial environments, for the food sector and the furniture industry. With about 42,000 employees in more than 40 countries and sales of some 6.8 billion euros (2023), the global industrial partner is active with core branches in Asia, Europe and North and South America.

Are you ready to shape the future with us?