

# Coordinador Administrativo de Ventas

## Vos activités

You will be responsible for the coordination of the Order Management Process, granting service level excellence to customers and stakeholders, products delivered on time.

Your team is responsible for:

Order Handling: order receipt and entry into SAP. Daily, negotiation with customers about order status, delivery date, minimum quantities, replacements, etc. Responsible for order since it is confirmed up to final delivery to customer, considering the different Incoterms negotiated. Inside sales activities, supporting the Sales team with status of orders per salesperson, per region, reports about open orders, always following up invoicing and targets previously defined.

Support to Sales team: interaction with other internal departments like Logistic, Supply-Chain, etc, in order to provide accurate information to customer and sales team, also negotiating delivery date. Support customer with information about stock, Prices, instructions about how to act in situations like delivery discrepancies, payment term changes, new codes to be registered into our Customer Master Data + customer information maintenance into SAP.

Direct Sales: support Sales Team with direct calls to customers in order to increase sales volume, by providing options, offering material that is available in stock, for example. Identify region not achieving the goals in order to focus action plans correctly.

Operations: grant the invoicing flow, avoiding open orders. Daily follow up on orders and shipments status. Control the volume being shipped daily, follow up on the KPIs established in the Sales Operations/Inside Sales Department, customer care/conduct customer complaints, issues reported.

## Votre profil

Required complete graduation in Business Administration or related areas.

Experience with Microsoft office 365, with advanced Excel knowledge.

We are looking for a person that enjoys team working and is able to identify and investigate problems, also implementing good solutions,



Référence  
**REF71293Z**

Site  
**Quito**

Niveau de leadership  
**Leading People**

Flexibilité du poste  
**Hybrid Job**

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**Continental Tire Andina S.A.**

granting a continuous improvement process.

Desired previous experience in Customer Service, order entry and order management into SAP, negotiation skills (customers and stakeholders).

Basis SAP SD knowledge

Mandatory:

- Advanced level of English (speaking, writing and listening). Portuguese (Desirable).
- Experience with automotive market (Desirable).
- Knowledge of Incoterms/Foreign Business/International Trade Orders.
- Experience with Power BI, SAP Script or VBA will be a plus.

## **Notre offre**

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

## **A propos de nous**

Continental develops pioneering technologies and services for the sustainable and connected mobility of people and their goods. Founded in 1871, the technology company provides safe, efficient, smart and affordable solutions for vehicles, machinery, traffic and transportation. In 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary. With its premium portfolio of the division of cars, trucks, buses, two-wheelers and special tires, the Tires sector of the group provides innovative solutions in the area of tire technology. Smart products and services related to tires and the promotion of sustainability complete the product portfolio. For specialized dealers and fleet managers, the Tires sector offers digital tire monitoring and management systems, in addition to other services, with the objective of guaranteeing the operation of fleets and increasing their efficiency. With the supplied tires, Continental makes a significant contribution to safe, efficient and environmentally friendly mobility.

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