

Sales Coordinator

Jūsų užduotys

We are looking for a highly motivated and customer focused individual to join our team.

In this role you will be responsible for supporting our Sales Management Team. You will also manage enquiries from our existing and potential customers, providing excellent customer service and support.

In addition, the sales Coordinator will be responsible for:

- Support and coordination for activities related to Sales; new projects, serial materials.
- Assisting Sales management team on new customer projects and commercial related topics, such as our regional Sales Managers and regional Tier managers.
- Administrative and service support to the sales team.
- Process and follow up on customers' sales orders, making sure all on target and according customers' expectations.
- Managing customer inbound enquiries via phone calls and emails.
- System Sales transactions; e.g. Account receivables report (AR), Credits & Debit notes, orders entry, deliveries, quotes, etc.
- Actively interact and follow up with direct customer(s) on problems solving for commercial related topics.

Reikalavimai

- Bachelor's Degree
- **Advanced English**
- Experience:
 - Automotive Industry
 - Customer interaction, Customer service, Customer focus (basic)
 - Logistics
 - Customers orders processing on system: Purchase orders, deliveries, requirements, etc.
 - New projects launching
 - Sales related topics
- Knowledge:
 - Microsoft Office
 - SAP system
 - New projects launching

Mes siūlome

At Continental we are committed to building an inclusive and discrimination-free ecosystem in Mexico, these principles are rooted in our corporate philosophy and culture. Therefore, it is totally forbidden to request a pregnancy or HIV test as part of our selection processes.



Darbo ID
REF77454K

Darbo sritis
Rinkodara ir pardavimas

Vieta
San Luis Potosí - Contitech

Lyderystės lygis
Leading Self

Darbo laiko lankstumas
Hybrid Job

Kontaktinis asmuo
Luz Zúñiga

Juridinis asmuo
ContiTech Mexicana, S. de R.L. de C.V.

#LI-LZ1

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

Apie mus

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 2022, Continental generated sales of €39.4 billion and currently employs around 200,000 people in 57 countries and markets..