

## Sales Coordinator

### 工作职责

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.

### 职位要求

- 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

### 我们可以提供

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.

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



职位号码

**REF77454K**

工作职能

市场营销与销售

所在地

**San Luis Potosí - Contitech**

领导力级别

个人贡献者

工作场所灵活度

混合式办公

招聘专员

**Luz Zúñiga**

法律实体名称

**ContiTech Mexicana, S. de R.L. de C.V.**

application.

## 关于我们

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..