

# ADAS Sales Administrator

## Vaše náplň práce

### 1.Sales Planning

Customer forecast checking and data maintenance(CDP,SPOT,Price)

Internal alignment (VRM attendance, Sales managers, PM, COD, Plants, Global Sales)

Data analysis and preparing a graph as needed.

### 2.Prototype Handling :

Receiving customer orders & Issue PO to plant

Coordinating stakeholders(PM, Technical Lead, COD, supplier, customer)

Preparing shipping documents

Packing and shipping

### 3. Sales-related tasks

Customer window of sales admin task

Account Receivable & Reimbursement Management

Booking in SAP

Check & Data entry for Customer Portal Site



ID pracovní pozice  
**REF81959J**

Obor  
**Marketing a Obchod**

Lokalita  
**Yokohama**

Úroveň vedení lidí  
**Vedení sebe**

Flexibilita práce  
**Hybridní práce**

Právnícká osoba  
**Continental Autonomous  
Mobility Japan K.K.**

## Váš profil

Language:

Japanese: Native level

English: Basic-Fluent level (Meetings, Mails, TeamsChat)

Skill:

Sales Administration or any back office operation in sales team experience

Basic PC skills (especially Excel)

Nice to have :

SAP system operation

Internal Operation process flow

Experience of working in international team

Others:

Leadership experience is not required but need to have ownership and self-starter.

Well-Organized and detail-oriented

A collaborative team player who enjoys supporting others

## **Co nabízíme**

Ready to take your career to the next level and join us at the start of something extraordinary? Apply now to become a part of AUMOVIO and drive the future mobility together with us!

## **O nás**

Continental's Automotive group sector is expected to be listed as independent company "AUMOVIO" in September 2025. With ~93,000 employees worldwide and annual sales of ~€20 billion, we are entering an exciting new era.

AUMOVIO stands for highly developed electronic products and modern mobility solutions. In addition to its strong market position with innovative sensor solutions, displays, and technologically leading braking and comfort systems, AUMOVIO has significant expertise in software, architecture platforms and assistance systems for the rapidly growing future market of software-defined and autonomous vehicles. Our purpose is clear: to make future mobility safe, exciting, connected, and autonomous.