ADAS Sales Administrator

Your tasks

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

Your profile

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

Job ID
REF81959J

Field of work
Marketing and Sales

Location
Yokohama

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
Continental Autonomous Mobility Japan K.K.

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

Our offer

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!

About us

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.