

Sales Operations

工作职责

We're seeking a detail-oriented and proactive Sales Operations to join our team! In this role, you'll be the bridge between our regional sales teams and key customers—ensuring smooth order management, customer satisfaction, and operational efficiency.

You will take full ownership of managing relationships with existing customers, processing orders, and supporting the end-to-end sales process. If you're skilled in SAP, speak English and German, thrive in a fast-paced environment, and love supporting cross-functional teams, we'd love to hear from you.

Your Key Responsibilities:

Pricing Management: Create and maintain customer-specific price lists in SAP.

Rebate Administration: Set up and manage rebate agreements in alignment with customer contracts.

Complaint Handling: Open, track, and resolve complaints, ensuring timely follow-up and resolution.

Quotation Management: Prepare and issue customer quotations based on inquiries and internal pricing structures.

Sales Support: Assist in sales planning, forecasting, and tracking overdue payments from customers.

Sales Team Collaboration: Provide operational support to the Regional Sales team and Key Account Managers (KAM).

Requirements for the employee

Candidates with education suit the position

Secondary with school-leaving examination
Follow-up/Higher Professional Education
University student
University education (Bachelor's degree)
University education (Master's degree)
Postgraduate (Doctorate)

Language skills

English - Upper intermediate (B2) **and** German - Upper intermediate (B2)

Required experience



职位号码

REF82938C

所在地

Dolné Vestenice

领导力级别

个人贡献者

工作场所灵活度

现场办公

法律实体名称

**ContiTech Vibration Control
Slovakia s.r.o.**

Personality requirements and skills

- > Analytical Mindset - Able to interpret data, spot trends, and support decision-making with insights
- > Detail-Oriented - Precision matters in order handling, pricing, and rebate agreements—small errors can have a big impact
- > Proactive Attitude - Takes initiative to resolve issues, improve processes, and support internal teams before being asked
- > Customer-Centric - Focused on delivering excellent service and building trust with existing customers
- > Reliable & Responsible- Can be trusted to manage complex operational tasks independently with minimal supervision
- > Adaptable - Comfortable managing competing priorities and shifting between strategic and hands-on tasks
- > Team Player - Works well with sales teams, key account managers, and other departments to ensure aligned goals
- > Problem-Solver - Seeks practical solutions when challenges arise—especially in complaints, pricing, or logistics

Employee perks, benefits

Employee benefits

- > background in a stable foreign company,
- > interesting, dynamic and creative work in a young team,
- > possibility of personal and professional development,

Various benefits, rich social program:

- > +8% variable salary component
- > 150 €/month attendance bonus
- > MultiSport card
- > 1 extra day of vacation for zero absence in the previous calendar year
- > 1 x annual valorization
- > 324 €/year contribution to the III. pension pillar,
- > Flexible working hours,
- > Home office (after probationary period)
- > Canteen in own facility - menu for 1.15 €
- > Career development and education
- > Rewards for suggestions for improvement
- > Modern ergonomically equipped workplace
- > Financial gifts for work anniversaries

Salary: The minimum salary consists of a base salary component of €1,250 (the amount may be adjusted based on professional knowledge and experience) + 8% variable component + €150 attendance bonus.

职位要求

- commercial education or referring job experience > 5 years
- business english, mandatory german
- excellent communication skills
- SAP skills

- MS Office skills

我们可以提供

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