

Sales Coordination CV OESL

Your tasks

We are seeking a detail-oriented and organized Sales Coordinator (Sales Administrator) to join our Commercial Vehicle Group. In this role, you will be responsible for supporting our sales team, ensuring smooth operations, and contributing to the overall success of our OESL division. We are looking for a proactive, customer oriented and flexible person ready to work on a global team. The position will be located in SLP, Mexico but will work globally.

Main Tasks:

- Coordinate and manage sales activities for the Commercial Vehicle Team for one or more customers and/or one or more segments globally.
- Provide administrative support for one or more segments and customers within 10+ locations globally.
- Maintain accurate sales records and generate reports using CRM software.
- Collaborate with cross-functional teams to ensure timely delivery of reports, quotes, orders, invoices, etc.
- Analyze sales data to create many different reports (credits, debits, prices, tooling, forecast, volume, turnover, etc).
- Maintain and monitor internal reporting tools.
- Sales order entry, price maintenance, tooling tracking, order tracking, customer B2B portal activities, cost/margin analysis, aftermarket activities.
- Support in the RFQ process.
- Support in Planning data (forecasting, budgeting, volume, turnover analysis, etc).
- Proactively innovate and create solutions to improve internal processes.
- Assist in developing and implementing sales strategies to meet targets and objectives.
- Act as project manager in different sales related activities with cross-functional teams.

Your profile

- 2-3 years of experience in sales administration or a related role, preferably in the automotive or commercial vehicle industry.
- Bachelor's degree in Business Administration, Marketing, or Mechanical/Electrical Engineering or similar.
- Proficiency in CRM software and Microsoft Office Suite (Excel, Word, PowerPoint).
- Strong analytical skills with the ability to interpret and present sales data effectively.
- Excellent communication and interpersonal skills, with the ability to interact professionally with clients and team members.



Job ID
REF87553E

Field of work
Marketing and Sales

Location
Lomas de los Filtros

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
ContiTech Fluid Distribuidora, S. de R.L. de C.V.

- Detail-oriented with strong organizational and time management skills.
- Customer-focused mindset with a commitment to delivering exceptional service.
- Ability to work independently and collaboratively in a fast-paced environment.
- Fluency in English (both written and verbal) is required.
- Technical knowledge, Intercultural/International experience, multi-customer experience is a plus.

Our offer

OESL is 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 application.

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About us

Original Equipment Solutions (OESL) is emerging as a stand-alone global leader in the automotive sector, with over 17,000 employees and €2 billion in annual sales. Operating in 15 countries across 35 locations, including technology centers, OESL will build on Continental's rich legacy to deliver high-quality parts to major OEMs and commercial vehicle customers worldwide.