

# Business Development Coordinator

## Ihre Aufgaben

- Coordinate and support Business Development, eCommerce and eBusiness related activities across the SEE region
- Provide operational and administrative support for regional initiatives and digital application roll-outs
- Coordinate roll-out activities (timelines, documentation, stakeholder communication, follow-ups)
- Act as central coordination point between local markets, regional management and central teams
- Prepare reports, presentations and status updates for management and stakeholders
- Support knowledge sharing by organizing trainings, meetings and documentation related to Business Development and eBusiness topics
- Track project progress, risks and dependencies and ensure transparency
- Support change initiatives by ensuring clear communication and structured planning
- Maintain regular contact with central and regional stakeholders to ensure alignment and information flow
- **This role does not include people management responsibilities. It is a coordination-focused position with a proactive operational responsibility.**

## Ihr Profil

- University or High School degree in Economics, Engineering, Technical field or equivalent practical experience
- **2-5 years experience** in business support, coordination, sales support, marketing support or project coordination
- Experience in **coordinating projects and administrative tasks** (planning, tracking, documentation, reporting)
- Strong organizational and coordination skills, ability to work independently
- Experience in Business Development **support activities** is an advantage
- Clear communication skills and proactive working style
- Good understanding of business processes (Sales, Distribution, basic IT tools)
- Structured, detail-oriented mindset with the ability to manage multiple topics in parallel
- Intercultural awareness and experience in international environments
- Service- and customer-oriented attitude, high level of reliability
- Fluent English
- Willingness to travel up to 10%



Job ID  
**REF91459P**

Arbeitsbereich  
**Projektmanagement**

Standort  
**Budaörs**

Leadership Level  
**Leading Self**

Job Flexibilität  
**Hybrid Job**

Rechtliche Einheit  
**Continental Hungaria Kft.**

## Unser Angebot

What we offer:

- Multinational background
- Hybrid work with Home Office
- Competitive salary and other benefits
- Long-term development opportunities within a company with a stable background

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

## Über uns

**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 2024, Continental generated preliminary sales of €39.7 billion and currently employs around 190,000 people in 55 countries and markets.

Tire solutions from the **Tires group sector** make mobility safer, smarter, and more sustainable. Its premium portfolio encompasses car, truck, bus, two-wheel, and specialty tires as well as smart solutions and services for fleets and tire retailers. Continental has been delivering top performance for more than 150 years and is one of the world's largest tire manufacturers. In fiscal 2024, the Tires group sector generated sales of 13.9 billion euros. Continental's tire division employs more than 57,000 people worldwide and has 20 production and 16 development sites.