

Sales Program (GOLD) Coordinator/Associate

工作职责

HOW YOU WILL MAKE AN IMPACT

The position will assist the GOLD Program Manager in administering new dealer enrollment, distributor changes, maintenance of all program, documentation, and accurate reporting of the program database. The role will primarily involve processing and managing data through **Microsoft Excel**, and SAP creating and maintaining tracking files, and ensuring accurate reporting. A **highly organized individual with strong follow-up skills** is essential.

- Extensive use of Excel for data processing, reporting, and creating tracking tools
- Manage vendor set-up with SAP and accounting departments including any vendor info changes.
- Maintain data and processes for annual online contract renewals for GOLD distributors and GOLD Dealers
- Weekly email communication to sales team and GOLD distributors for active GOLD database
- Maintain constant changes between ContiLink and SAP databases
- Help implement, track, and communicate all individual prospect and distributor change entries Includes verification of documentation for approval
- Process any rejected GOLD rewards by contacting dealers and correcting accounting information to reissue rewards
- Manage dealer approval and onboarding for Continental Retail Performance Motivation program (RPM)
- Assist GOLD Program Project Manager in GOLD Trip registration process
- Become key user for updating GOLD Distributor and GOLD Dealer ContiLink pages. Include resetting user passwords
- Travel for large team events

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职位要求

WHAT YOU BRING TO THE ROLE

- Bachelor's Degree
- Proficient in Microsoft Office Suite (Outlook, Word, PowerPoint)
- Strong Excel skills, including data processing, basic formulas, pivot tables, and reporting
- Strong organizational skills
- SAP and/or CRM experience
- Legal Authorization to work in the US is required. We will not sponsor individuals for employment visas now or in the future for this job



职位号码

REF91624N

工作职能

市场营销与销售

所在地

Fort Mill

领导力级别

个人贡献者

工作场所灵活度

混合式办公

法律实体名称

Continental Tire the Americas, LLC

opening

- Can pay relocation if needed

ADDITIONAL WAYS TO STAND OUT

- 2+ years of Sales, Marketing, or Account Management experience
- Previous experience in Internal and External Customer Communication
- Salesforce experience

我们可以提供

THE PERKS

- Immediate Benefits
- Robust Total Rewards Package
- Paid Time Off
- Volunteer Time Off
- Tuition Assistance
- Employee Discounts, including tire discounts
- Competitive Bonus Programs
- Employee 401k Match
- Diverse & Inclusive Work Environment with 20+ Employee Resource groups.
- Hybrid Work
- Employee Assistance Program
- Future Growth Opportunities, including personal and professional
- And many more benefits that come with working for a global industry leader!

All your information will be kept confidential according to EEO guidelines.

EEO-Statement:

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to Careers@conti-na.com or contact US Recruiting at 800-821-2727. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability

related technical issues, will not receive a call back.

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

关于我们

Continental is a leading tire manufacturer and industry specialist. Founded in 1871, the company generated sales of €39.7 billion in 2024 and currently employs around 95,000 people in 54 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.