

# Sales Operations Specialist

## Ihre Aufgaben

Support Sales Operation Front- & Backend Team in IEMEA in Distribution & CES segment for a variety of sales administrative tasks e.g. SAP Maintinance (P24, P85, GHP, EPP, ...)

SAP Masterdata Maintinance (Pricing) in close alignment with sales operation team (Frontend)

Accrual setting for boni, upload of gross price lists, Individual net price settings in SAP, SAP pricing updates & factura check of pricing guideline

SAP Masterdata Maintinance (Customer) in close alignment with sales reporting team (Backend)

Track & update of customer list, Mapping & Remapping process of customers (SSP7 & Winshuttle), blocking customers by mass-uploads after phase-out process, maintain not asigned verticals & customer groups, customer master data creation, upload of manual changes (e.g. contact person, Partner roles),

PBI Maintance support for Business Updates in close alignment with sales reporting team (Backend)

Handling of customer requests e.g. in close alignment with sales operation Front and Backend Team:

Email responds for standard articles requests (e.g. price or delivery time question)

Prepare Dealer Certificates

Fill-out sustainability questionnaire

Prepare Customer Turnover Reporting

User access maintainance of customer Portals

Identify process improvement opportunities and lead projects designed to implement the targeted improvements.

Own and maintain of work instruction documents year to year.

• Become familiar with sales operation processes in order to ensure best practices are used to optimize processes & customer satisfaction.

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## Ihr Profil

Bachelor's degree supply chain management, business, economics or operations

•8 years of experience in Order to Cash-related processes (or equivalent experience)

•Proficient in MS Office applications, Salesforce, SAP and PowerBI

•Basic to Intermediate experience in Project Management

Order Management or Supply Chain Management experience required

Strong data analysis, scrubbing, basic statistics using quality tools.

Experience with international supply chain processes (or equivalent



Job ID

**REF93878M**

Standort

**Taguig City**

Leadership Level

**Leading Self**

Job Flexibilität

**Hybrid Job**

Rechtliche Einheit

**Continental Global Business Services Manila, Inc.**

experience)

Small group project or process improvement initiative

Business fluent english + language in regional sales vertical

Exposure to other cultures is preferred for the role in consideration of global projects.

Experience in working with international teams required

Good customer relationship and stakeholder management skills

Strong problem solving skills with well organized and structured work habits.

Excellent verbal and written communication skills.

Excellent interpersonal skills and ability to function well in a team or independently.

## **Unser Angebot**

- Hybrid work setup
- HMO upon hire
- Values-based culture
- Learning Opportunities

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

## **Über uns**

Global Business Services Manila is the only ContiTech location in the Philippines providing support to global stakeholders (e.g. NAR, EuroAsia)