

Sales Operations Specialist

Jūsų užduotys

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

SAP Masterdata Maintenance (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 Maintenance (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 assigned verticals & customer groups, customer master data creation, upload of manual changes (e.g. contact person, Partner roles),

PBI Maintenance 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 maintenance 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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Reikalavimai

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



Darbo ID
REF93878M

Vieta
Taguig City

Lyderystės lygis
Leading Self

Darbo laiko lankstumas
Hybrid Job

Juridinis asmuo
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.

Mes siŭlome

- 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.

Apie mus

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