



# Inside Sales Representative

ES-14035

**We are now seeking to appoint an Inside Sales Representative for our partner's office in Budapest.**

## **Tasks & Responsibilities**

- To collect, analyse and survey the sales numbers
- To manage customer RFQs including Quotation and follow up with customer
- To administrate various customer online platforms as well as various internal data processing systems
- To contribute the sales budget preparation
- Pass through / commercial responsibility to Tier 1 customers
- To support the compilation and analysis of sales and marketing figures of various kind, preparation of presentations and documentations
- Maintain related tier 1 lists
- NBW registration and distribution
- Tooling inventory request
- Correspondence towards customers for any project related topics
- Preparation of yearly price negotiation
- Manage and coordinate all customer requests (including RFQ, orders, etc) keeping appropriate deadlines
- Manage client relationships; monitor and maintain all price and quotation related issues, negotiating customer price queries and creating quotations
- Liaise with and support Sales/Technical and Logistics departments in commercial and project related activities

- Keep daily contact with suppliers, customers and forwarders and suppliers
- Follow-up and document the customer specific requirements
- Liaise with purchasing/vendors to update and maintain agreed pricing
- Coordinate all requests to support Customer/internal project requests
- Evaluate and generate reports to assist with cost analysis margin report maintenance
- Assist with maintaining all applications (i.e CMACS, Salesforce, AddOne etc)
- Support sales planning activity by planning future volumes, sales and costs
- Create, conduct and continuously improve reporting to ensure reliability and validity of the data used in management reporting and analysis
- Analyse sales volumes and values on a weekly and monthly basis, identify variances to sales budget with tight cooperation with the European sales offices
- Understand and propose reports that seek to provide information needed by the management
- Calculate and compare future demands on a regular basis to prevent production capacity related issues proactively

## **Requirements**

- Around 1-2 years' experience in the field of sales (international manufacturing automotive or commercial background preferred)
- Post-secondary education either as an OKJ or College / University
- Travel readiness ( Germany )
- **Fluency in German and English**
- Good IT skills, preferably using MS Office (especially Excel and Word)
- High level of flexibility and accuracy
- Open-minded personality with self-initiative and proactivity
- Excellent organizational and communicational skills
- High degree of service-orientation
- Result-driven and performance-oriented personality
- Able to work independently but also a good team-player