Executive Administrative Assistant to Head of Law

Your tasks

1. **Manage and coordinate** the day-to-day activities of the Head of Law EMEA & APAC and support the regional Legal organization.
2. **Prepare presentations** and management materials, coordinating and consolidating input from regional Legal teams, internal business partners and other stakeholders.
3. **Organize meetings**, workshops, team-building activities and other events, both virtual and in person, including moderation, minutes and follow-up on action items.
4. **Communicate and coordinate** with colleagues and senior stakeholders across EMEA and APAC.
5. **Maintain organizational information**, team structures and other content across SharePoint, ConNext, Microsoft Teams and the Intranet.
6. **Coordinate smaller projects** independently and support broader Legal initiatives.
7. **Track and follow up** on team KPIs, objectives and action items.
8. **Coordinate international business travel** independently.
9. Support the management of emails, calls and day-to-day priorities.
10. **Administer legal matters** and prepare reports and analyses from the matter-management system.
11. **Create and manage purchase orders** in CEOS and coordinate invoices from external law firms across the region.
12. **Communicate with courts and notaries** to obtain extracts, notarized documents, apostilles and other official documentation.

Your profile

1. **8+ years** of professional experience, preferably as an Executive Assistant or in a comparable coordination role within an international organization.
2. A high degree of **discretion, reliability and independent judgment.**
3. Excellent **communication, organizational and stakeholder-management** skills.
4. **Fluency in English,** as approximately 80% of the role is performed in English.
5. **Advanced proficiency in Slovak or Czech.**
6. Strong proficiency in **Microsoft 365, particularly Outlook, PowerPoint, Excel, Word, Microsoft Teams, CoPilot and OneDrive.**
7. Experience with AI, Power BI and/or project management would be an advantage.

Our offer

Job ID
REF100518G

Field of work
Administration and Assistance

Location
Púchov

Leadership level
Leading Self

Job flexibility
Remote Job

Working time
Full Time

Salary classification
2,090 EUR - 3,000 EUR monthly gross

Legal Entity
Continental Tires Slovakia, s.r.o.

Starting salary min. from **2090€/Gross** (extra agreement depending on candidate´s experience) + variable part of salary and other benefits. Maximal monthly avarage **3000€/Gross.**

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

About us

Spoločnosť Continental vyvíja priekopnícke technológie a služby pre udržateľnú a prepojenú mobilitu ľudí a ich tovaru. Technologická spoločnosť, založená v roku 1871, ponúka bezpečné, efektívne, inteligentné a cenovo dostupné riešenia pre vozidlá, stroje, prepravu a dopravu. V roku 2021 spoločnosť Continental vygenerovala tržbu 33,8 miliardy EUR a v súčasnosti zamestnáva viac ako 190 000 ľudí v 58 krajinách a trhoch. Dňa 8. októbra 2021 spoločnosť oslávila 150. výročie svojho založenia.
Sektor Tires so svojím prémiovým portfóliom v segmente osobných, nákladných, autobusových, dvojkolesových a špeciálnych pneumatík predstavuje inovatívne riešenia v technológii pneumatík. Inteligentné produkty a služby súvisiace s pneumatikami a podporou udržateľnosti dopĺňajú toto produktové portfólio. Pre špecializovaných predajcov a správu vozového parku ponúka sektor Tires okrem iných služieb aj systémy digitálneho monitorovania pneumatík a správy pneumatík s cieľom udržať vozové parky mobilné a zvýšiť ich efektivitu. Spoločnosť Continental svojimi pneumatikami významne prispieva k bezpečnej, efektívnej a ekologickej mobilite.