Executive Administrative Assistant to Head of Law

工作职责

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.

职位要求

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.

我们可以提供

职位号码
REF100518G

工作职能
行政支持

所在地
普霍夫

领导力级别
个人贡献者

工作场所灵活度
远程办公

工作时间
全职

薪资分类
2,090 EUR - 3,000 EUR monthly gross

法律实体名称
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.**

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关于我们

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.