

# Assistant to Head of Machine Technology Segment Tire Machinery & Stock Preparation (m/f/d) - REF53866E

## 工作职责

Are you enthusiastic about making other people's work life easier? Are you passionate about managing administrative processes and organizing meetings, events and workshops? Then join our Engineering team in Hannover!

As the Assistant in our global team, you will be responsible for all administrative assistant activities of this group. This also includes acting as a central contact person for internal and external stakeholders or ensuring the flow of information within the team.

### Your Tasks will mainly include:

- Supporting the Head of Machine Technology Segment Tire Machinery & Stock Preparation and his management team with regards to calendar schedule, contact lists, travel arrangements and expense report
- Planning, coordinating and following-up on internal and external meeting appointments and events
- Preparing and processing presentations, emails, newsletters, blogs and other correspondence in German and English
- Monitoring orders and costs
- Supporting onboarding of new hires
- Supporting global visitor's travel to location, welcome and taking care of visitors
- Taking over or supporting projects with administrative focus, if required

## 你的档案

- Completed vocational training in business administration or comparable qualification
- Several years of working experience as an assistant and working in international and intercultural environment
- Experience in project management desirable
- Experience with SAP systems, focus on ordering process and cost center control
- Advanced knowledge of MS Office programs, focus on Excel
- Fluent in German and English language, written and spoken
- Excellent communication and organization skills
- High level of trustworthiness and integrity and precise, self-dependent, service- and team-oriented working style

Applications from severely handicapped people are welcome.

我们可以提供



职位号码

**REF53866E**

工作职能

行政和协助

所在地

**Hanover**

领导力级别

**Leading Self**

工作场所灵活度

**Onsite Job**

招聘专员

**Torben Schilke**

法律个体

**Continental Reifen Deutschland GmbH**

We offer the following benefits:

- Salary based on Chemical Industry Tarif
- 30 days of paid vacation per year
- Three extra days per year for individual use (called: future value)
- Attractive career development opportunities
- We offer balanced working conditions by doing mobile work, working part-time, flexible working time as well as Sabbatical options
- Cross-Border mobile work options up to 40 days per year from other EU countries
- Company Pension plan
- Attractive employee benefits with discounts
- Diverse offers that support a better “work-family” balance (e.g. company childcare places and free emergency care for your children)
- Discounted access to the Egym Well-Pass for accessing sport facilities across Germany
- A highly diverse environment across our location
- A new canteen on site with a variety of lunch options

If this sounds like a perfect match for you and if you want to become the next supporter of our core values: **Trust, for one another, passion to win and freedom to act** - we are looking forward to receiving your application.

Network with our Recruiter [Torben Schilke](#).

#Jobdrehscheibe

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

关于我们

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2022, Continental generated sales of €39.4 billion and currently employs around 200,000 people in 57 countries and markets.