

## Director Assistant & Facilities

### Your tasks

- Assist Director of Finance with daily activities (agenda control - PTO and meetings, elaboration of documents, notes).
- Coordinate building maintenance and payment of bills related with building services water, power bill, delivery.
- Travel assistant, Management of petty cash
- Leaseplan Car Management
- Support in Events and ESH topics

### Your profile

- Bachelor's Degree in Business Administration, Industrial Relations or related field.
- Minimum experience in the position of 2 years.
- Knowledge in tools such as CEOS, SAP, CONCUR, OFFICE.
- Advanced level of english.
- Highly dynamic, creative, organized and not afraid to talk and communicate with other people.

### Our offer

In Continental we are committed to an inclusive and non-discriminatory culture, we will never require a HIV or pregnancy test as a part of our selection process.

#LI-CE2

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

### About us

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.



Job ID  
**REF57399K**

Field of work  
**Administration and Assistance**

Location  
**Silao - Centro Financiero**

Leadership level  
**Leading Self**

Job flexibility  
**Hybrid Job**

Contact  
**Cristina Escalona**

Legal Entity  
**Continental Automotive  
Mexicana, S. de R.L. de C.V.**