

Director Assistant & Facilities

Responsabilități

- 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

Cerințe

- 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.

Oferta noastră

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.

Despre noi

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

ID poziție
Administrare & Asistență

Domeniul de activitate
Silao - Centro Financiero

Nivelul de Leadership
Leading Self

Flexibilitatea programului de lucru
Hybrid Job

Persoana de contact
Cristina Escalona

Persoană juridică
Continental Automotive Mexicana, S. de R.L. de C.V.