

## Assistant to Head of Production

### 工作职责

Assist the production manager for daily administrative job, give administration support for operational team, follow-up and tracking on the assignment, task from superior

All the administrative work such as calendar management, head count, cost, production KPI but not limited to those above mentioned.

help arrange meeting and draft the meeting minutes and do the follow up

help prepare presentation for head of production and do the filing  
Other tasks assigned from superior as needed

Creat documentation for department, performance summary for indicated occasion

Responsible for team activity/workshop organization and implementation

Support for organizing/coordinating central/APAC visits;

Provide support to production BTs and related functions when needed

TPM (Total Preventive Maintenance) support

CBT (Conti Business Teams) 3 organizing

Support relevant projects and tasks as needed

Support other plant activities or projects

### 职位要求

1. Required the knowledge regarding to administration, industrial process, ISO and TS knowledge, as well as TPM, 5S, safety knowledge

2. Required ability at good English, good office application

3. Required experience with college degree with major in management or relevant, 2 years experience inside industry, and 2 years in the role of assistant.

### 我们可以提供

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### 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 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary. With



职位号码

**REF65049F**

所在地

**He Fei Shi**

领导力级别

个人贡献者

工作场所灵活度

现场办公

法律实体名称

**Continental Tires Co., Ltd.**

its premium portfolio in the car, truck, bus, two-wheel and specialty tire segment, the Tires group sector stands for innovative solutions in tire technology. Intelligent products and services related to tires and the promotion of sustainability complete the product portfolio. For specialist dealers and fleet management, Tires offers digital tire monitoring and tire management systems, in addition to other services, with the aim of keeping fleets mobile and increasing their efficiency. With its tires, Continental makes a significant contribution to safe, efficient and environmentally friendly mobility.