

# Executive Assistant to CEO ContiTech

## Náplň práce

### HOW YOU WILL MAKE AN IMPACT

Seeking a dynamic, professional, highly engaged, personable, creative, curious, resolution focused and detail oriented Executive Assistant for direct support to the Executive leadership team in daily operations. This is a highly visible role within the organization interacting with executives and assistants globally. This individual should have experience in prioritizing multiple key tasks, coordinating and managing projects and various requests from the team. An individual who can follow through with direction but also “own” the role and manage the CEO desk with a desire to understand business content and handle issues that come to them in a professional manner, efficiently, without always needing guidance.

Expertise with domestic and global travel, including working with agencies, Concur and being able to understand creating a schedule which includes adequate timing, transportation, hotel arrangements and all other aspects associated with team needs when traveling. This individual could have the opportunity be involved in team committees or planning groups within the building and community should they be interested and capable. Some travel for organizing and participating in senior level meetings required. We are looking for that person who can make an impact and is the glue in our team. Your suggestions and input on continuous improvement are appreciated.

### Essential duties and responsibilities:

- Current office schedule is daily when the CEO/Leadership team is in the office, or other team members have meetings requiring your presence. Tuesday, Wednesday, Thursday are mandatory in office days for all staff.
- Organize in person, hybrid, virtual activities such as meetings, corporate events, travel. Arrange detailed travel plans and itineraries. Compile documents and reports for travel and related meetings.
- Effectively manage CEO schedule and conflicting priorities.
- Prepare agendas, notices, minutes for corporate meetings, compose confidential correspondence, reports, other complex documents. Manage follow up on action items.
- Coordinate in person and virtual meetings including meeting materials, including working with IT if needed, to have systems up and running prior to meeting time, catering, etc.
- Complete monthly travel and expense reports and monthly reports and invoices for executives in a timely manner.
- Prepare highly professional presentations and various Excel reports.
- Manage administrative tasks and routine issues independently, ensuring timely completion of work with exceptional quality.
- Anticipate and respond to changing situations. Resolve issues in an innovative manner.



ID pozície  
**REF67657G**

Pracovná oblasť  
**Administratíva**

Miesto práce  
**Fairlawn**

Úroveň vedenia ľudí  
**Leading Self**

Flexibilita  
**Onsite Job**

Právnická osoba  
**ContiTech USA, Inc.**

- Develop and demonstrate a solid working knowledge of the firm's structure, departments, key staff and policies and procedures to be most effective in the role.
- Demonstrate strict confidence with highly sensitive and confidential information.
- Perform other duties as assigned.
- Key user support for maintenance and user of site master data in quality software.

## **Profil kandidáta**

### **WHAT YOU BRING TO THE ROLE**

- Minimum of 5+ years of experience as an executive assistant; bachelor's degree in related discipline or equivalent combination of education and experience.
- Good knowledge in virtual and digital tools to support new normal activities.
- Exceptional communication skill and executive phone etiquette (Presential and virtually)
- Excellent organizational, time management and planning skills.
- Ability to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demand.
- Flexible and open-minded to adapt to new environments and approaches.
- Ability to further self-develop via digital learning.
- High degree of initiative curiosity and creativity on out of the box problem solving thinking.
- Experience arranging domestic and global travel.
- Ability to maintain a keen attention to detail, multitask and work well under pressure.
- Stay current with digital tools, new technology solutions to effectively manage given tasks.
- High degree of computer proficiency with Microsoft PowerPoint, Excel, Word, Teams, etc.
- SAP administration and Concur Expense Reporting.
- High level of interpersonal skills to interact with customers, executives, board members, and individuals at all levels in the organization in person and virtually.
- Demonstrated ability to appropriately manage highly sensitive and confidential situations.
- High level of demonstrated poise, tact, and diplomacy.
- Knowledge of office administrative procedures and knowledge of use and operation of standard office equipment.

### **ADDITIONAL WAYS TO STAND OUT**

- Dual language fluency preferred but not required.

## **Čo ponúkame**

### **THE PERKS**

- Immediate Benefits
- Robust Total Rewards Package
- Paid Time Off

- Volunteer Time Off
- Tuition Assistance
- Employee Discounts, including tire discounts.
- Competitive Bonus Programs
- Employee 401k Match
- Diverse & Inclusive Work Environment with 20+ Employee Resource groups.
- Hybrid Work
- Employee Assistance Program
- Future Growth Opportunities, including personal and professional.
- And many more benefits that come with working for a global industry leader!

#### **EEO-Statement:**

EEO / AA / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to [Careers@conti-na.com](mailto:Careers@conti-na.com) or contact US Recruiting at 248.393.5566. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

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

#### **O nás**

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 2023, Continental generated sales of €41.4 billion and currently employs around 200,000 people in 56 countries and markets.

ContiTech is one of the world's leading industry specialists. The Continental group sector offers its customers connected, environment-friendly, safe, and convenient industry and service solutions using a range of materials for off-highway applications, on rails and roads, in the

air, under and above the ground, in industrial environments, for the food sector and the furniture industry. With about 42,000 employees in more than 40 countries and sales of some 6.8 billion euros (2023), the global industrial partner is active with core branches in Asia, Europe and North and South America.

Are you ready to shape the future with us?