

## Business Support Assistant (External)

### Your tasks

1. Involve in organizing team event & meetings.
2. Assist to order tires via system and maintain the tracking record.
3. Manage and track the fixed assets & equipments
4. Presentation or reports preparation.
5. Paper documentation filling properly.
6. Other related HR/Admin tasks assigned.

### Your profile

1. Bachelor's degree. Proven oral English language skill
2. Good communication & networking skills.
3. Diligent and responsible.
4. Attention to details.

### Our offer

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 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 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.



Job ID  
**REF73294G**

Location  
**Yang Pu Qu**

Leadership level  
**Leading Self**

Job flexibility  
**Onsite Job**

Legal Entity  
**Continental Tires Co., Ltd.**