

# Executive Assistant

## Your tasks

### YOUR TASKS

Offer administrative support to the Plant Manager and the HR Manager. This position will manage correspondence, phone calls, schedules, organize meetings and appointments and arrange travel, transport and accommodations. This position will also be responsible for organizing events, conferences and workshops.

### HOW YOU WILL MAKE AN IMPACT

- Manage incoming communications, including calls, messages, and inquiries.
- Coordinate and schedule meetings, appointments, agendas, and meeting minutes for Plant Management.
- Process purchase orders and manage travel bookings, expense claims, and travel cost monitoring.
- Oversee calendars, office organization (5S principles), and company assets such as credit cards, cars, and apartments.
- Track delegated tasks, monitor costs, and identify cost-saving opportunities to meet business goals.
- Support HR with filing, reporting, employee engagement initiatives, and general administrative tasks.
- Plan, organize, and support manufacturing events, plant visits, board meetings, and company-wide gatherings.
- Assist in internal and external communications, including newsletters, speeches, reports, and corporate social responsibility (CSR) activities.
- Prepare and compile monthly reports and presentations for key meetings such as BT4, Multi-Level Meetings, Town Halls, and PORs.
- Act as a liaison with key external parties, suppliers, and visitors to support business relationships and communications.
- Audit internal communication channels (BT1s) to ensure effective messaging and alignment with company strategy.
- Ensure ESH compliance by promoting safety awareness, implementing preventive measures, and responding to hazards.
- Lead and execute special projects assigned by the Plant Manager or HR Manager.
- Follow all plant, ESH, CBS, quality, and department processes and procedures.
- Other duties as assigned



Job ID  
**REF75267S**

Field of work  
**Administration and Assistance**

Location  
**Sumter**

Leadership level  
**Leading Self**

Job flexibility  
**Onsite Job**

Legal Entity  
**Continental Tire the Americas, LLC**

***NOTE: Not be inclusive of all work required and may be updated as needed.***

## **THE ENVIRONMENT**

- Safety is our highest priority and safety procedures / guidelines must be always adhered to. This includes safety wear such as steel toes, hearing protection and eye protection where required.
- This role is within a climate-controlled facility

## **Your profile**

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

- Bachelors Degree in Business Administration or related field
- 5 years previous executive or administrative assistant experience
- Legal authorization to work in the U.S. is required. We will not sponsor individuals for employment visas now or in the future for this job posting

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

- 2+ years supporting in an administrative function in a manufacturing environment

### **THE PERKS**

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

## **Our offer**

All your information will be kept confidential according to EEO guidelines.

### **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.

## **About us**

### **THE COMPANY**

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.

Tire solutions from the Tires group sector make mobility safer, smarter, and more sustainable. Its premium portfolio encompasses car, truck, bus, two-wheel, and specialty tires as well as smart solutions and services for fleets and tire retailers. Continental delivers top performance for more than 150 years and is one of the world's largest tire manufacturers. In fiscal 2023, the Tires group sector generated sales of 14 billion euros. Continental's tire sector employs more than 56,000 people worldwide and has 20 production and 16 development sites. Are you ready to shape the future with us?