

# Project Management Office Expert (f/m/d) limited until 12/2026

## - REF77458M

### Your tasks

In your role as **Project Management Office (PMO) Expert (m/f/diverse)**, you will work in a dynamic environment and play a key role in supporting the CIO and the IT leadership team. You will act as a strategic enabler, ensuring structured information flow, coordinating key initiatives, and fostering an efficient, collaborative IT culture. You will be in close contact with the OESL IT Management team, directly contributing to the success of our global IT organization.

### Your Responsibilities:

- Provide comprehensive administrative and operational support to the CIO, including calendar management, meeting coordination, and preparation of key reports and documents.
- Support the IT Management team in workshop and meeting preparation, agenda setting, collecting input, and follow-ups on action items.
- Act as a key communication liaison, ensuring a seamless and transparent information flow between the CIO office and internal/external stakeholders.
- Prepare executive-level presentations, reports, and strategic communications to align with IT objectives and business goals.
- Support the execution and monitoring of strategic IT initiatives, tracking progress, identifying risks, and ensuring alignment with organizational priorities.
- Facilitate resource allocation and performance tracking, assisting project teams in maintaining timelines and deliverables.
- Champion cultural change and digital transformation initiatives by fostering collaboration, innovation, and an agile work environment.
- Support continuous improvement efforts by optimizing IT workflows, governance structures, and decision-making processes.

### Your profile

- Completed studies or vocational Training in business administration, or a related field.
- Strong organizational and coordination skills, with experience managing executive-level support functions.
- Understanding of cross-department dynamics, virtual collaboration, and executive reporting.
- Knowledge of digital transformation trends and their impact on business processes.
- Understanding of service management concepts and IT governance structures.
- Experience in stakeholder management and communication strategies to support collaboration and engagement.
- Knowledge of change management principles to support cultural



Job ID

**REF77458M**

Field of work

**Project Management**

Location

**Hannover**

Leadership level

**Leading Self**

Job flexibility

**Hybrid Job**

Contact

**Ina Fischmann**

Legal Entity

**ContiTech Vibration Control GmbH**

transformation initiatives.

- Strong business process optimization and continuous improvement mindset.
- Excellent communication and interpersonal skills, with the ability to interact effectively with senior leaders and external partners.

Applications from severely handicapped people are welcome.

## Our offer

### What we offer:

- **Hybrid schedule** - Work-life balance is important, so we offer a flexible schedule with mobile and flexible working models, sabbaticals or cross-border work
- **Corporate Benefits** - We collaborate with different vendors, and we receive discounts for various products - like restaurants, fitness programs etc.
- **System for Rewarding Improvement Ideas** - We have an internal improvement program (Continental Idea Management) that allows you to come up with ideas and to be honored with an attractive bonus (according to your improvement idea)
- **Professional development** - Many opportunities to develop yourself within the company
- **Competitive Compensation in line with your personal contribution & company performance**

Sounds interesting for you? [Click here to find out more.](#)

## Our Commitment

- **Influence:** We offer opportunities to have a greater impact and reap more rewards professionally
- **Initiative:** We encourage our people to grow, take on greater responsibilities, be innovative, and gain new capabilities
- **New Work:** We value the flexibility and agility that makes modern working possible and makes a customer-centric company successful
- **One team:** We believe in a culture of belonging to a tight team of individuals who can drive success together

**These aspects influence the selection process in building our new team of pioneers. We are an exclusive unit to belong to and look forward to meeting you!**

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

## About us

Original Equipment Solutions (OESL) is emerging as a stand-alone global leader in the automotive sector, with over 17,000 employees and €2 billion in annual sales. Operating in 15 countries across 35 locations,

including technology centers, OESL will build on Continental's rich legacy to deliver high-quality parts to major OEMs and commercial vehicle customers worldwide.

### **Why Join OESL ?**

- **Greater Impact:** Take part in shaping the future of a dynamic organization, with the opportunity to bring ideas to life and reap significant professional rewards.
- **Growth and Innovation:** Work in a fast-moving, environment that encourages innovation and offers opportunities for continuous growth and expanding your skill set.
- **Creative Space:** Experience the entrepreneurial spirit of a start-up culture within a global organization, enjoying both the creative freedom and the responsibility needed to thrive in modern working environments.
- **Tight-Knit Team:** Join a highly collaborative team where individuals have the power to shape their work, make meaningful contributions, and drive collective success.