

Communications & PMO Specialist - Global Sales Solutions

Vaše náplň práce

SAP is our standard ERP system, which is used for all commercial processes. The Global Sales Solutions team covers the modules SD, Electronic Data Interchange (EDI) and Project Management Office (PMO) with a focus on SAP SD. The SD module within the system covers all sales related functions towards our customers and is used by 13.000 users within the Continental Tire Division in 55 sales locations and plants in Europe, America, and Asia Pacific.

We are seeking a detail-oriented and strategic Communications & PMO Specialist to support our communication initiatives and project management office (PMO) functions in the described environment. You will be responsible for developing and implementing communication strategies, ensuring alignment with business goals, and supporting the execution of key projects.

Being part of an international and highly motivated team, you will work together with colleagues from all over the world on topics, that will essentially shape the digital world of Continental Tires within the next years.

Communications (50%)

- Develop and execute internal and external communication strategies;
- Create content for newsletters, reports and presentations;
- Manage stakeholder communications to ensure alignment across teams;
- Support leadership with speechwriting, key messaging, and media engagement;
- Maintain consistent messaging across all channels.

PMO (50%)

- Assist in the planning, execution, and monitoring of projects within the PMO framework;
- Develop and maintain project documentation, including timelines, risk assessments, and reports;
- Coordinate cross-functional teams to ensure project milestones are met;
- Provide insights and recommendations to improve project efficiency and alignment with business goals;
- Monitor project KPIs and generate reports for senior leadership;
- Support upcoming projects in the areas of organizational change management, project management, specification, implementation and rollout (e.g. S/4 Hana project Grip4T);
- Manage project communication, timelines, ensuring milestones are met effectively;
- Identify, mitigate, and manage project risks, escalating issues as necessary and facilitate decisions.



ID pracovní pozice
REF79002J

Obor
Finance a Controlling

Lokalita
Lousado

Úroveň vedení lidí
Vedení sebe

Flexibilita práce
Hybridní práce

Právnícká osoba
**Continental Solution Center
Portugal, Unipessoal, LDA.**

Váš profil

- Academic degree in Communication, Business Administration, Project Management, or a related field;
- 3+ years in communications, project management, or PMO-related role;
- Proficiency in project management tools (e.g., Asana, Trello, or Microsoft Project) and communication platforms (e.g., SharePoint, Microsoft Teams, Microsoft Forms);
- Certifications (preferred): PMP, CAPM, or certifications in corporate communications;
- Strong interpersonal skills, ability to multitask, and a problem-solving mindset;
- Proficient English language skills;
- Solid presentation, communication and training skills;
- Participation in major projects and first experience in project management (preferred);
- Ability to work in a team, taking ownership;
- Interested in interaction with other people in an international environment;
- Willingness to international travels (up to 10%).

Co nabízíme

- Responsibility and the opportunity to actively shape the future of digital tire management;
- Integration in a dynamic international work environment;
- Flexible working model;
- Continuous opportunities for the promotion of talent and training.

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 2024, Continental generated sales of €39.7 billion and currently employs around 190,000 people in 55 countries and markets.