

Executive Assistant to the CFO of the Automotive Board (m/f/d) - REF79313J

Descrição da função

We are looking for you, an Executive Assistant to the CFO of the Automotive Board (m/f/diverse), to support our area Automotive at the location Frankfurt.

Your tasks will focus on the following activities:

- Support the CFO of the Automotive Board in all day-to-day as well as strategic and operational matters, all in close collaboration with the relevant teams
- Preparing and follow-up on Automotive Board appointments, like Automotive Board Meetings, Strategy Meetings and Budget Reviews, including preparation of meeting agenda and minutes
- Developing, compiling and distributing high quality and target-group specific talks and presentations for external and internal events
- Independently conduct research and data analyses
- Planning and orchestrating sector-wide activities on a need basis, including close alignment with all stakeholders, drafting joint solutions, and supporting decision implementation
- Supporting and/or leading strategically important projects for the Automotive sector
- Closely collaboration with the Automotive Board team as well as Business Areas and Segments to support in implementation of projects and fulfillment of tasks. Act where needed as an interface between the Automotive Board, their direct leaders and other Automotive employees

Requisitos

- Academic Degree in Engineering, Industrial Engineering or Business Administration
- Several years of work experience, ideally in the Automotive environment or as a strategy advisory
- International experience as well as proven intercultural skills
- Sound Business Administration knowledge, especially in Finance/Controlling
- Technical proficiency with Microsoft Office and general IT problem-solving skills
- Strong verbal and communication skills in English, German language skills recommended but not mandatory
- Outstanding analytical skills and ability to quickly familiarize with complex subjects to develop high-quality solutions fast. Ability to design and create target-oriented documents for complex topics
- Ability and interest to explore new takes and topics with little or no guidance, ability to react with appropriate level of urgency to situations and events that require quick response
- Affinity to the Automotive industry, technical products and their



Identificação da vaga
REF79313J

Área funcional
Administration and Assistance

Local
Frankfurt am Main

Nível de liderança
Leading Self

Modalidade de trabalho
Hybrid Job

Contato
Pierluigi Mazza

Pessoa jurídica
Continental Automotive Technologies GmbH

manufacturing

- Advanced communication skills, high degree of professionalism in dealing with diverse groups of people

Applications from severely handicapped people are welcome.

O que oferecemos

We want our employees to do well with us. That's why we offer them not only an exciting job in an international technology group, but also numerous additional offers such as flexible and hybrid working, sabbaticals and other benefits.

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Quem somos

The Automotive group sector comprises technologies for passive safety, brake, chassis, motion and motion control systems. Innovative solutions for assisted and automated driving, display and operating technologies, as well as audio and camera solutions for the vehicle interior, are also part of the portfolio, as is intelligent information and communication technology for the mobility services of fleet operators and commercial vehicle manufacturers. Comprehensive activities relating to connectivity technologies, vehicle electronics and high-performance computers round off the range of products and services.