

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

Tvoji zadaci

We are looking for you to join our Automotive division at the Frankfurt am Main location.

Your tasks will include the following activities:

- Administrative and project-related support
- Preparation and handling of presentations, emails, and correspondence in German and English
- Planning and organizing business trips as well as preparing travel expense reports
- Handling and coordinating appointments, workshops, and events both internally and externally
- Calendar management and tracking of tasks and deadlines
- Ensuring the ordering process via CEOS
- Cost center tracking
- Support and responsibility for defined project-related tasks

Tvoj profil

- Completed commercial training or qualification as a foreign language correspondent or comparable qualification
- Several years of professional experience as an executive assistant or in a comparable function
- Good experience in project-related tasks
- Solid knowledge of MS Office programs and related tools (e.g., TEAMS)
- Fluent English skills, both written and spoken
- Fluent German skills are desirable
- Ability to build networks and collaborate in intercultural and interdisciplinary global teams
- Negotiation skills and persuasiveness
- High level of communication skills
- Integrity and reliability

Applications from people with disabilities are welcome.

Naša ponuda

[Diversity, Inclusion &](#)

[Belonging](#) are important to us and make our company strong

and successful. We offer equal opportunities to everyone -

regardless of age, gender, nationality, cultural background, disability, religion, ideology or sexual orientation.



ID posla
REF79313J

Sektor
Administracija i pomoć

Lokacija
Frankfurt am Main

Liderski nivo
Leading Self

Fleksibilnost
Hybrid Job

Kontakt
Pierluigi Mazza

Pravno lice
Continental Automotive Technologies GmbH

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

O nama

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.