

Tire Delivery Assistant (External)

工作职责

- Daily ETO/PTO Delivery Operations: Responsible for managing and executing daily ETO/PTO delivery operations as requested by AEs (Automotive Engineers)
- Tire Delivery Monitoring: Monitor and proactively track the status of tire deliveries to ensure timely fulfillment.
- Coordination with Hefei Plant: Facilitate effective communication with the Hefei plant to ensure smooth and efficient tire delivery processes.
- Invoice Billing Operations: Handle invoice billing operations as requested by AMs (Account Managers).
- Data and Records Management: Maintain files, databases, and records with a high level of accuracy and attention to detail.
- Administrative Support: Perform other daily administrative tasks as required to support team operations.

职位要求

- English working proficiency is preferred.
- Organizational Skills: Ability to manage multiple tasks and prioritize effectively and meet deadlines.
- Communication Skills: Strong verbal and written communication skills.
- Technical Proficiency: Familiarity with office software and tools, such as Microsoft Office Suite.
- Attention to Detail: High level of accuracy in handling administrative tasks.

我们可以提供

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关于我们

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 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary. With its premium portfolio in the car, truck, bus, two-wheel and specialty tire segment, the Tires group sector stands for innovative solutions in tire technology. Intelligent products and services related to tires and the promotion of sustainability complete the product portfolio. For specialist dealers and fleet management, Tires offers digital tire monitoring and tire management systems, in addition to other services, with the aim of



职位号码

REF80491X

所在地

Yang Pu Qu

领导力级别

个人贡献者

工作场所灵活度

现场办公

法律实体名称

Continental Tires Co., Ltd.

keeping fleets mobile and increasing their efficiency. With its tires, Continental makes a significant contribution to safe, efficient and environmentally friendly mobility.