

Executive Assistant to the CHRO of the Automotive Board (m/f/diverse) - REF80692Z

Your tasks

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

Your responsibilities will include the following tasks:

- Proactive coordination and structuring of the CHRO's daily schedule, including appointment planning, monitoring, and management of the Outlook calendar
- Organization, execution, and follow-up of internal and external meetings, workshops, and business trips (national and international)
- Interface management with internal departments, stakeholders, and external contacts in both German and English
- Handling of administrative tasks including travel expense reports and procurement processes
- Discreet coordination of sensitive and confidential matters
- Close collaboration with other executive assistants in top management and mutual coverage

Your profile

- Completed commercial training or a comparable qualification
- Several years of experience in an executive assistant role - ideally within an international corporate environment
- Excellent MS Office skills, especially in Outlook, Excel, and PowerPoint
- Native-level German and fluent English, both written and spoken
- Strong organizational talent with a structured and proactive working style
- Calm demeanor and the ability to stay composed under pressure
- Team spirit, a high degree of personal responsibility, and enthusiasm for a service-oriented role at top management level

Applications from people with severe disabilities are welcome

#LI-CS2

Our offer

Are you ready to take your career to the next level and become part of something big? Apply now and join AUMOVIO to help shape the future of mobility together with us!

Ready to take your career to the next level and join us at the start of something extraordinary? Apply now to become a part of AUMOVIO and drive the future mobility together with us!



Job ID
REF80692Z

Field of work
Administration and Assistance

Location
Frankfurt am Main

Leadership level
Leading Self

Job flexibility
Onsite Job

Contact
Pierluigi Mazza

Legal Entity
Continental Automotive Technologies GmbH

About us

The Continental Automotive business unit is currently on its path to independence and is scheduled to go public as a standalone company under the name **AUMOVIO** in September 2025. With over approximately 93,000 employees worldwide and revenues of around 20 billion euros, we are at the beginning of an exciting new era.

AUMOVIO stands for advanced electronic products and modern mobility solutions. In addition to its strong market position with innovative sensor solutions and displays, as well as technologically leading brake and comfort systems, AUMOVIO possesses extensive expertise in software, architecture platforms, and assistance systems for the rapidly growing future market of software-defined and autonomous vehicles. Our goal is to shape the mobility of the future to be safe, exciting, connected, and autonomous.