

O_Executive Assistant (Carei)

Your tasks

- Manage and coordinate telephone communications, ensuring prompt resolution of calls and effective liaison with internal and external contacts;
- Schedule and organize meetings, appointments, and internal communications between the General Manager and employees.
- Prepare meeting agendas, take accurate meeting minutes, and follow up on agreed actions;
- Organize and facilitate business meetings, including protocol room arrangements;
- Actively participate in internal audits and company events organization;
- Create engaging and relevant PowerPoint presentations tailored to different occasions;
- Handle incoming and outgoing correspondence, draft replies for the General Manager's approval;
- Maintain accurate records of official correspondence with authorities and liaise with them as needed;
- Manage the circulation of documents for the General Manager's review, approval, and dispatch;
- Support the General Manager with routine and ad-hoc operational tasks;
- Maintain the calendar of activities, ensuring timely reminders and preparation for scheduled events;
- Perform official translations into and from **English**.

Your profile

- Experience as an Executive Assistant, Personal Assistant, or similar role;
- Excellent organizational and time-management skills;
- Strong written and verbal communication abilities in English, Hungarian language represents and advantage;
- Proficiency in Microsoft Office (Word, Excel, PowerPoint);
- Discretion, confidentiality, and a high level of professionalism.

Our offer

- Development opportunities - technical and soft skills trainings
- 13th salary
- STI bonus
- Meal tickets 40 RON
- Private medical insurance
- Bookster
- 7 Card
- Other benefits



Job ID

REF88458I

Field of work

Administration and Assistance

Location

Carei

Leadership level

Leading Self

Job flexibility

Hybrid Job

Legal Entity

**S.C. ContiTech Fluid Automotive
Romania SRL**

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About us

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 2023, Continental generated preliminary sales of €41.4 billion and currently employs around 200,000 people in 56 countries and markets.

OESL - Original Equipment Solutions, For Future Mobility.

Are you ready to move Forward Together with a global, dedicated, and experienced team?

Join us and take the opportunity to contribute to our future in the fundamentally changing automotive industry with your new role in the stand-alone Business Area Original Equipment Solutions. Your new place to work is flexible and will be defined later (hybrid).

About Original Equipment Solutions:

With more than 17.000 employees and around 2bn€ sales, present in 15 countries with 35 locations and tech centers - OESL is a global player in the automotive sector with extended material competence in rubber, plastic, and metal, serving all major OEM's and commercial vehicle customers' needs with millions of parts in high quality.