Team Assistant

Responsabilităţi

Assist and support work for Business Area management team members BA RE Tires APAC
- Assist in handling administrative work
- Manage backoffice processes and support BA Central Functional teams
- Schedule and travel booking support for Business Area Functional Heads
- Reimbursement for Business Area Functional Heads and Expats in the team
- other ad-hoc admin work of respective teams

Provide administrative support for Functional Heads
Update organization chart of BAs RE Asia of the functions supported

Supports functional meetings (e.g. Monthly Management Meeting), prepare agenda, write minutes, distribute minutes
Support functional conferences (like annual APAC functional review etc.) in and off-site Shanghai

Prepare travel applications for functional heads
Prepare reimbursement for functional heads and other expats in the teams
Prepare CEOS, purchase request, payment requests, fulfill orders (e.g. stationary)
Car arrangement for the for functional heads and other expats in the teams (e.g.: contact driver, driver expenses claim)
Manage presence & vacation list of direct report / team members of function heads based on the requirement

Organize and maintain technical equipment for Functional meetings (projector, video conference, spider phone etc.)
Administrate booking of Meeting room

Support BA RE APAC level meetings/events based on the needs

Cerinţe

successfully locked study (Bachelor min.),

Organizational ability as well as communications skills, flexibility, competent occurerence

2-3 years of experience as assistant to (foreigner) General Manager, or similar position in a western company

Experiences in organizing company events / conventions is an advantage

Job ID
REF88576C

ID poziție
Administrare & Asistenţă

Domeniul de activitate
Shanghai

Nivelul de Leadership
Leading Self

Flexibilitatea programului de lucru
Onsite Job

Persoană juridică
Continental Tires Co., Ltd.

Worked for an foreign company before

Excellent written and spoken English

Experience in translating conversations and documents Mandarin / English / Mandarin

Oferta noastră

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

Despre noi

The Business Area Tires offers the perfect tires for a wide range of different applications - from cars, trucks and buses to special vehicles, bicycles and motorcycles. Through continuous investment in Research & Development, Continental makes a major contribution to safe, cost-effective and ecologically efficient mobility. The portfolio of the Business Area Tires includes services for the tire trade and for fleet applications, as well as digital management systems for tires.