

Administrative Assistant to Head of Location

Your tasks

HOW YOU WILL MAKE AN IMPACT

SG8

Job Summary:

The Administrative Assistant provides high-level support to the Head of Location at Continental Uvalde Proving Grounds, ensuring smooth day-to-day operations through effective coordination, communication, and administrative management. This role serves as a key point of contact between the Head of Location and internal departments including Accounts Payable (AP), Information Technology (IT), Purchasing, Human Resources (HR), and testing departments while maintaining confidentiality and professionalism.

Key Responsibilities:

- Provides high-level administrative and strategic support to the the Head of Location's calendar, schedule meetings, and coordinate travel arrangements.
- Prepare reports, presentations, and correspondence on behalf of the Head of Location.
- Act as a liaison between the Head of Location and internal departments (AP, IT, Purchasing, HR, Test Departments) to facilitate communication and task follow-up.
- Assist with tracking and reporting of site-level initiatives, budgets, and operational metrics.
- Support the coordination of site-wide meetings, events, and communications.
- Maintain organized records, files, and documentation related to site operations and leadership activities.
- Gathering all request in regards to invest and staffing needs
- Handle confidential information with discretion and integrity.
- Monitor and manage office supplies, facility requests, and general administrative needs
- Assist with invoice processing, expense tracking, and vendor documentation in coordination with AP and Purchasing.
- Track and maintain assets and disposal of assets.
- Assist with vendor issues as needed.

Your profile

WHAT YOU BRING TO THE ROLE

- High school diploma or equivalent
- 3+ years of experience in executive or administrative support roles.



Job ID
REF89235P

Field of work
Administration and Assistance

Location
Uvalde

Leadership level
Leading Self

Job flexibility
Onsite Job

Legal Entity
Continental Tire the Americas, LLC

- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Experience with ERP systems or administrative platforms (e.g., SAP, Oracle, Asset Cloud) is a plus.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple priorities and work independently.
- Professional demeanor and ability to interact with all levels of staff.
- Legal Authorization to work in the US is required. We will not sponsor individuals for employment visas now or in the future for this job opening.
- Continental is not able to pay relocation expenses for this opportunity.

ADDITIONAL WAYS TO STAND OUT

- Associates or Bachelors Degree

Our offer

WORK ENVIRONMENT:

- Office-based within a technical and operational proving ground setting.
- Regular interaction with cross-functional teams and leadership.
- May require occasional site walks or coordination with field personnel.

THE PERKS

- Immediate Benefits
- Robust Total Rewards Package
- Paid Time Off
- Volunteer Time Off
- Tuition Assistance
- Employee Discounts, including tire discounts
- Competitive Bonus Programs
- Employees 401k Match
- Diverse & Inclusive Work Environment with 20+ Employee Resource groups.
- Hybrid Work
- Employee Assistance Program
- Future Growth Opportunities, including personal and professional
- And many more benefits that come with working for a global industry leader!

EEO-Statement:

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender

identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to Careers@conti-na.com or contact US Recruiting at 800-821-2727. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

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

About us

THE COMPANY

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 **2024**, Continental generated **preliminary** sales of **€39.7** billion and currently employs around **190,000** people in **55** countries and markets.

Tire solutions from the Tires group sector make mobility safer, smarter, and more sustainable. Its premium portfolio encompasses car, truck, bus, two-wheel, and specialty tires as well as smart solutions and services for fleets and tire retailers. Continental delivers top performance for more than 150 years and is one of the world's largest tire manufacturers. In fiscal 2023, the Tires group sector generated sales of 14 billion euros. Continental's tire division employs more than 56,000 people worldwide and has 20 production and 16 development sites.