

Administrative Assistant - Wear Department

Náplň práce

HOW YOU WILL MAKE AN IMPACT

SG7

We are seeking a detail-oriented and proactive **Administrative Assistant** to support the Wear Department at our tire testing Uvalde Proving Grounds. This role is essential in ensuring smooth day-to-day operations, supporting departmental engineers, and maintaining accurate records and assets. The ideal candidate will be organized, resourceful, and comfortable working in a dynamic technical environment.

Key Responsibilities:

- **Procurement & Supplies:**
 - Manage the purchase of office supplies and department consumables through CEOS procurement system.
 - Monitor inventory levels and ensure timely replenishment.
- **Event & Meeting Support:**
 - Assist in planning and coordinating department events and meetings.
 - Take and distribute meeting minutes accurately and promptly.
- **Reporting & Documentation:**
 - Prepare and maintain departmental reports.
 - Complete electronic capital requests and ensure proper documentation.
- **Asset Management:**
 - Track department assets and maintain accurate records.
 - Assist with asset disposals in accordance with company procedures.
- **Engineering Support:**
 - Provide administrative assistance to department engineers as needed.
 - Help with data entry, scheduling, and documentation tasks.
- **General Administrative Duties:**
 - Perform various administrative tasks as assigned by the department leader.
 - Maintain organized filing systems and support departmental compliance efforts.

Profil kandidáta

WHAT YOU BRING TO THE ROLE

- High school diploma or equivalent; associate degree or higher preferred.
- Proven experience in administrative support roles, preferably in a technical or industrial setting.



ID pozície
REF89272J

Pracovná oblasť
Administratíva

Miesto práce
Uvalde

Úroveň vedenia ľudí
Leading Self

Flexibilita
Onsite Job

Právnická osoba
Continental Tire the Americas, LLC

- Proficiency in Microsoft Office Suite and familiarity with procurement systems (e.g., CEOS, SAP).
- Strong organizational and communication skills.
- Ability to handle multiple tasks and prioritize effectively.
- Comfortable working independently and collaboratively.
- 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

Čo ponúkame

WORK ENVIRONMENT:

- Office-based with occasional exposure to testing grounds.
- Interaction with engineers, technicians, and other administrative staff.

THE PERKS

- Immediate Benefits
- Robust Total Rewards Package
- Paid Time Off
- Volunteer Time Off
- Tuition Assistance
- Employee Discounts, including tire discounts
- Competitive Bonus Programs
- Employee 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.

O nás

THE COMPANY

Continental is a leading tire manufacturer and industry specialist. Founded in 1871, the company generated sales of €39.7 billion in 2024 and currently employs around 95,000 people in 54 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 has been delivering top performance for more than 150 years and is one of the world's largest tire manufacturers. In fiscal 2024, the Tires group sector generated sales of 13.9 billion euros. Continental's tire division employs more than 57,000 people worldwide and has 20 production and 16 development sites.