

Senior Team Assistant

Your tasks

Administrative support for the Head of the Regional Business Organization in Americas and the teams located in the Rochester Hills, MI location, including the following tasks:

Organize Management Meetings, including invitations, agenda, minutes - maintain documents in Teams

Organize Regional All-Employee Meetings, including invitations, agenda, Slido link - maintain presentation history in Teams

Organize and actively support workshops, tech shows and trade shows - including but not limited to conference rooms, hotel rooms, meals, evening team event(s)

Schedule / arrange resources such as people, complex meetings, appointments, rooms, and equipment and directs callers to appropriate parties

Assist with internal and external customer meetings - conference rooms, meals, presentations

Conduct surveys, i.e. feedback and questions for regional all-employee meetings

Complete Purchase Orders in OLEOS for invoice payment

Shopping Cart Tracking Report

Obtain GM Specs from Accuris for Application Engineering

Disbursement Request creation (K2) - monthly bills, and ensuring timely payment

Resolve issues relating to invoice payments

eSign creation, approvals and distribution request tracking for necessary approvals supporting the Business organization and the Rochester Hills locations

Manage confidential information / Obtain NDA and Contract signatures

Create and/or prepare presentations, reports, spreadsheets and other documents as needed

Prepare and Complete Expense Reports / Review and Approve expense reports for Management

Assist in travel plans and itineraries including flights, hotels, car rentals, internal and external meetings



Job ID
REF92410C

Location
Rochester Hills

Leadership level
Leading Self

Job flexibility
Onsite Job

Legal Entity
OESL Automotive USA LLC

Maintain primary intra-organizational contacts

Distribute location information / updates via email / monthly notifications posted around office

Birthday and Anniversary announcements / monthly celebration of birthday and anniversary

Organize team events

Daily sort and distribute incoming mail

Visitor Log - Monitor and Maintain / Scan and save monthly

Security report updates to external building security company

Maintain distribution lists for location and all employee meetings

Ensure proper appearance of office areas including technical equipment and working environment, including all conference rooms

Arrange for equipment and building maintenance

Interact with administrative and building related vendors

Order and maintain office supplies / Name Plates / Breakroom Supplies

Order small company giveaways for customers - maintain inventory for Sales Team for Customers

Your profile

Minimum five years relevant experience supporting a department and/or location. Bachelor's degree preferred. Ability to prioritize, multi-task, organize and self-motivate is required. Experience and proficiency in all Microsoft business applications is required.

Our offer

All your information will be kept confidential according to EEO guidelines.

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.

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About us

ContiTech, a division of Continental, is one of the world's leading suppliers of technical elastomer products and is a specialist in plastics technology. ContiTech develops and produces functional parts, components, and systems for machine and plant engineering, mining, the automotive industry, and other important industries.

Our Rochester Hills, MI location is seeking an experienced Senior Team Assistant to join our team.