

Senior Team Assistant

담당 업무

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



직무-아이디
REF92410C

지사
Rochester Hills

리더십 레벨
Leading Self

근무 유형
Onsite Job

법률 고지
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

지원자 프로필

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.

채우 조건

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

EEO-Statement:

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기업 소개

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.