

# Sr Executive Assistant- Human Resources

## Your tasks

### HOW YOU WILL MAKE AN IMPACT

The Senior Executive Assistant provides high-level administrative support to the Vice President of Human Relations and the HR leadership team. This role requires exceptional organizational skills, discretion, and the ability to manage complex tasks and coordinate internationally in a fast-paced environment. The ideal candidate will be proactive, detail-oriented, and capable of handling confidential information with integrity.



Job ID  
**REF92769L**

Field of work  
**Human Resources**

Location  
**Fort Mill**

Leadership level  
**Leading Self**

Job flexibility  
**Hybrid Job**

Legal Entity  
**Continental Tire the Americas, LLC**

### Executive Support:

- Prepare and organize materials for meetings, presentations, and reports.
- Prepare agendas for, publish meeting minutes of, and coordinate follow-up of agreed action items from HR Leadership team meetings.
- Act as a liaison between the VP and internal/external stakeholders.
- Occasionally, organize complex meetings (i.e., project kick off meetings with 10-20 travelling participants, managing agendas and multi-day itineraries for visiting Board Members, etc.)
- Manage the VP's calendar, schedule meetings, travel arrangements and expense reporting.

### Communication & Coordination:

- Draft, review, and manage correspondence, ensuring accuracy and professionalism.
- Facilitate communication across HR leadership and other departments.
- Handle inquiries and prioritize requests to ensure timely responses.

### Project & Event Management:

- Assist with HR initiatives, projects, and events, including planning and logistics.
- Track project timelines and deliverables, ensuring deadlines are met.
- Manage monthly service award lunch.
- Occasionally support other assistants with projects or events when larger support teams are required.

### Confidentiality & Compliance:

- Maintain strict confidentiality of sensitive HR and business information.
- Ensure compliance with company policies and procedures in all administrative tasks.
- Manage legal holds for HR related materials.

## **Operational Excellence:**

- Manage purchase orders and assist in budget tracking for the VP's office.
- Ensure timely processing of organization announcements, confidential documents, and time sensitive matters requiring VP approval or legal review.
- Oversee maintenance of paper and electronic personnel files.
- Order supplies for the HR team.
- Identify opportunities to improve processes and enhance efficiency.

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## **Your profile**

### **WHAT YOU BRING TO THE ROLE**

- High school degree or equivalent
- 7+ years of executive support related experience
- Advanced proficiency in Microsoft Office Suite and collaboration tools (Outlook, Teams, Excel, PowerPoint).
- Critical thinking and problem solving skills
- Proven department level project management experience
- Strong organizational and time-management skills
- Proven ability to manage complex calendars and travel arrangements
- Excellent written and verbal communication abilities
- High sense of confidentiality
- Ability to work independently and handle multiple priorities under pressure.
- 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.

### **ADDITIONAL WAYS TO STAND OUT**

- Bachelors Degree
- 10+ years of related support experiences, preferably supporting executives in HR or corporate environments.

## **Our offer**

### **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!

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](mailto: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**

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.