

## Administrative Assistant - Engineering

### 工作职责

#### YOUR TASKS

In this role, you will perform administrative and office support activities for multiple managers. You will need to have the ability to work independently as well as in a team environment. As part of your responsibilities, you will also schedule resources such as people, complex meetings, appointments, rooms, make travel arrangements and compose expense reports.

#### HOW YOU WILL MAKE AN IMPACT

- Prepare and reconcile expense reports, purchase orders, and invoice payments
- Create and edit presentations, reports, spreadsheets, and business correspondence
- Manage department meetings, including agendas, minutes, and follow-up on action items
- Maintain accurate and up-to-date databases and filing systems
- Handle confidential information with professionalism and discretion
- Track and follow up on delegated tasks and deadlines for the Plant Engineering Manager
- Support planning and coordination of company events and activities
- Perform general administrative duties such as mail distribution, faxing, copying, and document management
- Gather and input data into standardized Excel and PowerPoint templates with accuracy and a professional appearance
- Manage small facility related projects
- Follow all plant, ESH, CBS, quality, and department processes and procedures
- Other duties as assigned

**NOTE: May not be inclusive of all work required and may be updated as needed.**

#### THE ENVIRONMENT

- Safety is our highest priority and safety procedures / guidelines must be always adhered to. This includes safety wear such as steel toes, hearing protection and eye protection where required.
- This role is within a climate-controlled facility

### 职位要求

#### WHAT YOU BRING TO THE ROLE

- AAS degree and 3 years of administrative assistant support experience or 5 consecutive years of experience in an administrative support role



职位号码

**REF92835C**

工作职能

行政支持

所在地

**Sumter**

领导力级别

个人贡献者

工作场所灵活度

现场办公

法律实体名称

**Continental Tire the Americas, LLC**

## **ADDITIONAL WAYS TO STAND OUT**

- Bachelors degree
- Administrative support experience in a technical or manufacturing environment

我们可以提供

## **THE PERKS**

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

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

The expected annual salary range for this role is \$45,000 to \$54,000 a year.

Salaries are based upon candidate skills, experience, and qualifications, as well as market and business considerations.

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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## 关于我们

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.