

Location Communication Specialist and CBS/PROMT Coach

工作职责

Communication Strategy & Operations:

Develops and implements a location communication strategy in order to ensure a positive image of Continental and position the location as employer of choice and good citizen of the community internally and externally

Ensures alignment of all communications to corporate, BA and local business objectives, by constantly exchanging with and aligning with Communications Tire (Excludes Business focused communication, e.g. Marketing)

Establishes and maintains good relations with the local media, the local authorities, important institutions and the community as speaker of location

In-charge of editing all location's HR related communication systems, platforms, materials, press releases, media statements, articles, presentations, speeches, etc. according to the corporate guidelines

Manages the internal communication with all stakeholders by promoting Continental as attractive employer internally

Responsible for implementing internal communication tools (newsletter, internal letter, info boards, intranet, internal TV, town-hall meeting, etc.) in order to ensure a motivate workforce in the location

Recommends, writes and disseminate information relevant for the location in internal media (local and central)

Supports the local management in internal and external labor relations communication

Define, develops and implements with the management a crisis communication strategy for the location

Actively consults and supports the management in all communication topics

Provides communication training to Management/Supervisors

Prepare and Manage the approved communication budgets

Handle related communication administration activities

CBS / PROMT / POMS:

Lead as CBS and PROMT Facilitator for PJ-Non manufacturing organization

Develop & Implement local CBS implementation roadmap with local management approval.

Actively cooperate and align with BA APAC CBS Coach on the methodology and reporting of CBS approach.

Seek and identify CBS opportunities and initiate improvement projects with local management.

Support projects CBS & PROMT :facilitation and coaching, ensures Continental standards for CBS & PROMT methods are applied.

Develop and train employees in PROMT and CBS Admin methods to integrate the culture into daily work Develop and maintain local



职位号码

REF94829P

所在地

八打灵再也

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 Tyre PJ Malaysia
Sdn. Bhd.**

CBS & PROMT Ambassador team

Coach project managers/leaders on CBS & PROMT in their on site projects

Monitor and Manage PoMS for the location which involves training employees, owners, consistent reporting on PoMS status

Plan, Design and Facilitate workshops based on CBS and PROMT methodology to support the business strategy

Ensure Best

Practice/Benchmark exchange on CBS/PROMT and POMS. Ensure efficient reporting & sharing across the local organization

Responsible for annual CBS day in the location

职位要求

Bachelor in Communication and/or PR or related field of study or comparable educational/professional experience

1. CBS Admin Specialist - certified

2. Full PROMT Module training

Preferable professional experience in related functions (communication, project management...)

Experience as a project manager in the area of lean approach

Experience as project leader / ownership

Experience in work with international teams

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2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary.