

# Executive Assistant to Managing Director and Admin Specialist

## Your tasks

To provide high-level administrative, strategic, and operational support to Managing Director for India Tires to enable him/her to focus on business priorities and also to provide efficient & effective services related to Office infrastructure, travel desk, admin activities for employee support and ESH, for Market India.

## Your profile

Any Graduate

## Our offer

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

## About us

Continental India Pvt Ltd



Job ID  
**REF95093N**

Location  
**Faridabad**

Leadership level  
**Leading Self**

Job flexibility  
**Onsite Job**

Legal Entity  
**Continental India Private Limited**