

# Executive Assistant to Managing Director and Admin Specialist

## 담당 업무

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.

## 지원자 프로필

Any Graduate

## 채우 조건

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## 기업 소개

Continental India Pvt Ltd



직무-아이디

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리더십 레벨

**Leading Self**

근무 유형

**Onsite Job**

법률 고지

**Continental India Private Limited**