

# Executive Assistant to Managing Director and Admin Specialist

## Jūsų užduotys

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.

## Reikalavimai

Any Graduate

## Mes siūlome

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

## Apie mus

Continental India Pvt Ltd



Darbo ID  
**REF95093N**

Vieta  
**Faridabad**

Lyderystės lygis  
**Leading Self**

Darbo laiko lankstumas  
**Onsite Job**

Juridinis asmuo  
**Continental India Private Limited**