

# Executive Assistant to Managing Director and Admin Specialist

## Descrição da função

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.

## Requisitos

Any Graduate

## O que oferecemos

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

## Quem somos

Continental India Pvt Ltd



Identificação da vaga  
**REF95093N**

Local  
**Faridabad**

Nível de liderança  
**Leading Self**

Modalidade de trabalho  
**Onsite Job**

Pessoa jurídica  
**Continental India Private Limited**