

# Executive Assistant to Managing Director and Admin Specialist

## Responsabilități

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.

## Cerințe

Any Graduate

## Oferta noastră

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

## Despre noi

Continental India Pvt Ltd



Job ID  
**REF95093N**

Domeniul de activitate  
**Faridabad**

Nivelul de Leadership  
**Leading Self**

Flexibilitatea programului de lucru  
**Onsite Job**

Persoană juridică  
**Continental India Private Limited**