

## Executive Assistant to Managing Director and Admin Specialist

### Náplň práce

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.

### Profil kandidáta

Any Graduate

### Čo ponúkame

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

### O nás

Continental India Pvt Ltd



ID pozície  
**REF95093N**

Miesto práce  
**Faridabad**

Úroveň vedenia ľudí  
**Leading Self**

Flexibilita  
**Onsite Job**

Právnická osoba  
**Continental India Private Limited**