

# Travel and Expense Associate

## 工作职责

As an **Expense Associate**, you will play a key role in ensuring accurate and compliant expense report processing for Continental Tires. This position is responsible for reviewing, validating, and auditing employee expense submissions while ensuring full adherence to Continental's Travel and Expense Policy. You will also provide support to employees, maintain process documentation, and contribute to continuous improvement initiatives within the team.

## Key Responsibilities

- **Conduct audits** of submitted expense reports to ensure accuracy and alignment with Continental's Travel and Expense Policy.
- **Perform post audit reviews** to verify compliance and identify potential risks.
- **Escalate repeat non compliance cases** to management for further evaluation and corrective actions.
- **Maintain and update team process documentation** in a timely manner to ensure accuracy and consistency.
- **Provide customer service support** by addressing employee inquiries related to expense policies, procedures, and system use.
- **Reconcile corporate credit card charges** with submitted expense reports, proactively resolving discrepancies and outstanding items.
- **Assist with additional tasks, projects, and initiatives** as assigned by Management, including support for audits, process improvements and other special projects.

## 职位要求

1. **Bachelor's degree in Business, Finance, Accounting, Management, or a related field.**
2. 1-2 years of work experience is an advantage, but **fresh graduates are welcome to apply.**
3. **Strong communication skills**, with the ability to collaborate effectively across teams.
4. Knowledge of **SAP** and **Concur** systems is a plus.
5. **Proficiency in Microsoft Office**, particularly Excel and PowerPoint.
6. **Collaborative**, eager to learn, and demonstrates a positive attitude toward work and continuous improvement.
7. **Willing to work mid shift or night shift schedules**, depending on business needs.
8. **Hybrid work setup.**

## 我们可以提供

- Hybrid work setup
- HMO upon hire
- Values-based culture



职位号码

**REF96220X**

工作职能

财务和控制

所在地

塔吉格

领导力级别

个人贡献者

工作场所灵活度

混合式办公

法律实体名称

**Continental Tires Manila  
Business Services Inc.**

- Learning Opportunities

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

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## 关于我们

Continental is a leading tire manufacturer and industry specialist that develops and produces sustainable, safe and convenient solutions for automotive manufacturers as well as industrial and end customers worldwide. Founded in 1871, the company generated sales of €19.7 billion in 2025, and the Continental team is made up of 92,653 employees at 336 locations for production, research and development, and administration in 54 countries and markets.

Today, we are one of the world's key suppliers for mobility. With the experience we have gained over 150 years and our expertise across the company, we will continue to set the technological benchmark and play a leading role in shaping the transformation in the automotive industry.

Continental Tires Manila Business Services Inc., an entity under the Continental group of companies, headquartered in Hannover, Germany, is a strategic shared services center offering centralized, standardized, and technology-enabled business support. It will perform back-office support services and business process outsource services such as, human resources, finance and accounting, procurement and supply chain administration, customer service, master data, compliance management and information technology, to its foreign operating entities situated outside of the Philippines, through knowledge-based and computer-enabled technology. We collaborate with partners to deliver high-quality, end-to-end solutions that drive growth and transformation.