

# Executive plant manager assistant & Communication

## 工作职责

- Attend the reception area for visitors, clients and suppliers
- Manage and serve guests.
- Make management reports.
- Manage and maintain company cars
- Handle the switchboard.
- Support staff in preparing reports, presentations, manual work, etc.
- Managing communication channels and yearly budget for new entries, internal and external events, souvenirs for visitors, etc.
- Implementing and supporting Employer Branding road map and acting as an ambassador
- Promoting company's reputation as most attractive and progressive employer (e.g. University relations, Students/Job fairs)
- Acting as an ambassador and a point of contact and build influential relationships within Continental and external parties
- He /she supports the implementation of improving the effectiveness of the organization in his/her area of responsibility.

## 职位要求

- Bachelor's degree: Human Relations, Administration, Marketing or similar
- Advanced English
- At least 2 years as an executive assistant
- Knowledge:
  - Concur Expense Reporting
  - Microsoft PowerPoint, Excel, Word, Teams, etc.
- Communication experience needed
  - Exceptional communication skill and executive phone etiquette (Presential and virtually)
  - Excellent organizational, time management and planning skills.
- Experience arranging domestic and global travel, supporting all plant travelers.
- Experience in planning and execution of internal / external events for employees, customers and visitors
- High level of interpersonal skills to interact with customers, executives, board members, and individuals at all levels in the organization in person and virtually.
- Demonstrated ability to appropriately manage highly sensitive and confidential situations.

## 我们可以提供

At Continental we are committed to building an inclusive and discrimination-free ecosystem in Mexico, these principles are rooted in our corporate philosophy and culture. Therefore, it is totally forbidden



职位号码  
**REF96302W**

工作职能  
行政支持

所在地  
**aguascalientes**

领导力级别  
个人贡献者

工作场所灵活度  
现场办公

招聘专员  
**Sergio Gonzalez**

法律实体名称  
**ContiTech Mexicana, S. de R.L.  
de C.V.**

to request a pregnancy or HIV test as part of our selection processes.

#LI-SFGO

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

关于我们

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2024, Continental generated sales of €39.7 billion and currently employs around 190,000 people in 55 countries and markets.

Guided by the vision of being the customer's first choice for material-driven solutions, the ContiTech group sector focuses on development competence and material expertise for products and systems made of rubber, plastics, metal, and fabrics. These can also be equipped with electronic components in order to optimize them functionally for individual services. ContiTech's industrial growth areas are primarily in the areas of energy, agriculture, construction, and surfaces. In addition, ContiTech serves the automotive and transportation industries as well as rail transport.