

# Administrative Assistant II

## Your tasks

### HOW YOU WILL MAKE AN IMPACT

#### SG7

##### Workshop Administration & Coordination

- Coordinate daily workshop activities and support scheduling of maintenance, repair, and engineering support tasks
- Maintain workshop calendars, technician assignments, and job status tracking
- Serve as the primary administrative point of contact between the workshop, engineering teams, and external vendors

##### Work Orders, Documentation & Records

- Create, track, and close work orders in applicable maintenance or tracking systems (e.g., CMMS, Excel-based logs)
- Maintain accurate records for work orders, inspections, maintenance activities, and equipment history
- Organize and archive technical documents, manuals, checklists, permits, and safety records

##### Inventory, Tools & Consumables Support

- Track workshop inventory including tools, spare parts, consumables, and PPE
- Support ordering materials, spare parts, and services in coordination with supervisors and purchasing
- Maintain tool sign out logs and ensure calibration or inspection records are current where applicable

##### Reporting & KPI Support

- Prepare routine workshop reports (daily, weekly, monthly) covering workload, backlog, downtime, and KPIs
- Support data collection for workshop performance metrics such as turnaround time, preventive maintenance compliance, and resource utilization
- Assist supervisors and managers with presentation materials, summaries, and audits
- Compliance, Safety & Housekeeping Support
- Support compliance with safety, environmental, and quality requirements by maintaining documentation and records
- Assist with safety training records, contractor documentation, and access permits
- Promote organized, clean, and efficient workshop operations through administrative controls and tracking



Job ID  
**REF96429H**

Field of work  
**Research and Development**

Location  
**Uvalde**

Leadership level  
**Leading Self**

Job flexibility  
**Onsite Job**

Legal Entity  
**Continental Tire the Americas, LLC**

## Your profile

### WHAT YOU BRING TO THE ROLE

- High school diploma or equivalent
- Strong proficiency in Microsoft Excel, Word, and Outlook
- Experience maintaining logs, reports, and administrative records
- Familiarity with maintenance workflows, work orders, or CMMS systems preferred
- Ability to handle multiple tasks and prioritize effectively in a fast paced environment
- Legal Authorization to work in the US is required. We will not sponsor individuals for employment visas now or in the future for this job opening.
- Continental is not able to pay relocation expenses for this opportunity.

### Ways You Can Stand Out

- Associate degree or certification in Business Administration, Technical Administration, or related field
- 2+ years of administrative experience in a workshop, maintenance, engineering, or industrial environment preferred

## Our offer

### THE PERKS

- Immediate Benefits
- Robust Total Rewards Package
- Paid Time Off
- Volunteer Time Off
- Tuition Assistance
- Employee Discounts, including tire discounts
- Competitive Bonus Programs
- Employee 401k Match
- Diverse & Inclusive Work Environment with 20+ Employee Resource groups.
- Hybrid Work
- Employee Assistance Program
- Future Growth Opportunities, including personal and professional
- And many more benefits that come with working for a global industry leader!

### EEO-Statement:

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be

considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to [Careers@conti-na.com](mailto:Careers@conti-na.com) or contact US Recruiting at 800-821-2727. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

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

## **About us**

### **THE COMPANY**

Continental is a leading tire manufacturer and industry specialist. Founded in 1871, the company generated sales of €19.7 billion in 2025 and currently employs around 78,000 people in 54 countries and markets.

Tire solutions from the Tires group sector make mobility safer, smarter, and more sustainable. Its premium portfolio encompasses car, truck, bus, two-wheel, and specialty tires as well as smart solutions and services for fleets and tire retailers. Continental has been delivering top performance for more than 150 years and is one of the world's largest tire manufacturers. In fiscal 2025, the Tires group sector generated sales of 13.8 billion euros. Continental's tire division employs more than 56,000 people worldwide and has 19 production and 16 development sites.