

Head of Service Job Handling

Your tasks

- Leading the service job handling team (Planning&Costing, Procurement, Purchasing, Customer Service & Job Handling) managing branch support for IEMEA as well as global project business
- Meet service delivery KPI's as agreed with Service Area Manager.
- Ensure safe working conditions complying with company policies and governmental regulations
- Establish a comprehensive backoffice process to support and maintain overall service business.
- Ensure accurately maintaining of required documentation
- Support and maintain overall service business
- Contribute to operative planning for area of responsibility
- Ensure reporting / invoicing / bookings / working hours are complying with internal and legal regulations and executed accurately and timely per order
- Workforce Planning & Costing
- Customer Management
- Global Mobility Management / Travel Management
- Immigration Knowledge
- Tax Knowledge
- Maintaining productivity despite interruptions, machine issues, or changes in plan
- Coordination and Team Synchronization (Timely coordination with colleagues, supervisors, and adjacent shifts)
- Reliable adherence to shift schedules, start/end times, and break regulations



Job ID
REF96552Y

Location
Szeged

Leadership level
Leading People

Job flexibility
Hybrid Job

Legal Entity
ContiTech Rubber Industrial Kft.

Your profile

- Bachelor Degree Business Administration or similar education plus additional functional training or qualification
- 5+ years of experience in areas of customer services, branch/shopfloor management, work in specific job field
- Customer-oriented work
- 5+ years Leadership experience and skills
- Self-Organization
- Negotiation skills
- Able to work in cross functional teams
- English and German language skills in spoken and written
- Project Management
- Working in international teams

Our offer

The well-being of our employees is important to us. That's why we offer exciting career prospects and support you in achieving a good work-life balance with additional benefits such as:

- Training opportunities
- Mobile and flexible working models
- Sabbaticals

and much more...

Sounds interesting for you? [Click here to find out more.](#)

[Diversity, Inclusion & Belonging](#) are important to us and make our company strong and successful. We offer equal opportunities to everyone - regardless of age, gender, nationality, cultural background, disability, religion, ideology or sexual orientation.

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

About us

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.

The ContiTech group sector develops and manufactures, for example, cross-material, environmentally friendly and intelligent products and systems for the automotive industry, railway engineering, mining, agriculture and other key industries. Guided by the vision of “smart and sustainable solutions beyond rubber,” the group sector draws on its long-standing knowledge of the industry and materials to open up new business opportunities by combining various materials with electronic components and individual services.