

Services Time Management & Administration

工作职责

Time Management of Service employees in own branch and on customer site

Accurate Time Recording and Reporting

Compliance with defined time tracking or workforce systems where applicable

Prepare, maintain, and organize documents, reports, and records

Provide administrative support to services branch

Process orders, invoices, contracts, or service records (role dependent)

Ensure accuracy, completeness, and confidentiality of information

Support audits, reporting cycles, and compliance related documentation

Timely processing of requests from internal stakeholders

职位要求

Commercial apprenticeship with professional experience or academic degree in business administration, marketing or similar qualification

5+ years of experience in areas of customer services, branch management, work in specific job field

Structured handling of multiple parallel tasks and deadlines

Reliable prioritization of administrative workloads

Self-Organization

Solid experience in administrative / back office functions

Confident handling of office and documentation tools (e.g. ERP, MS Office)

Strong documentation and organizational skills

English and german language skills in spoken and written

我们可以提供

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.



职位号码

REF96558P

所在地

塞格德

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

ContiTech Rubber Industrial Kft.

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.

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.