

Administrative Assistant (Contract Based)

Vaše náplň práce

Job Responsibilities:

- Provide comprehensive administrative support during the extended absence of the existing Administration Specialist personnel
- Manage daily office operations, including scheduling meetings, coordinating calendars, and organizing conference rooms
- Handle incoming and outgoing correspondence, emails, and phone communications with professionalism and discretion
- Prepare and maintain accurate documentation, reports, and records while ensuring confidentiality of sensitive business information
- Coordinate with multiple departments and stakeholders in a matrix organization structure to ensure seamless workflow and communication
- Assist with data entry, database management, and maintenance of administrative files and filing systems
- Support event planning and coordination for corporate meetings, presentations, and team activities
- Process expense reports, invoices, and other financial documentation with attention to detail and accuracy
- Provide general administrative support to management and cross-functional teams as needed
- Maintain organized workspace and office supplies inventory
- Adapt quickly to changing priorities and manage multiple tasks simultaneously in a fast-paced corporate environment

Váš profil

Minimum diploma or degree in business administration, office management, or a relevant field.

Fresh graduates with strong organizational skills and willingness to learn in a manufacturing environment are encouraged to apply.

Prior administrative or plant experience will be an added advantage.

Exceptional organizational skills with the ability to multitask, prioritize effectively, and manage time efficiently.

High level of discretion and confidentiality in handling sensitive business information.

Fluent in English communication and strong attention to details with a proactive and solution-oriented mindset.

Co nabízíme

Provide administrative support to the plant office to ensure smooth day-to-day operations. This role supports the plant management and



ID pracovní pozice
REF96833J

Obor
Administrativa

Lokalita
Petaling Jaya

Úroveň vedení lidí
Vedení sebe

Flexibilita práce
Práce v kanceláři

Kontakt
Noor Azillah Sabar

Právnícká osoba
**Continental Tyre PJ Malaysia
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engineering team by maintaining records, preparing reports, and coordinating office activities within a manufacturing environment.

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O nás

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