

## Administrative Assistant (Contract Based)

### Your tasks

#### 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

### Your profile

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.

### Our offer

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



Job ID  
**REF96833J**

Field of work  
**Administration and Assistance**

Location  
**Petaling Jaya**

Leadership level  
**Leading Self**

Job flexibility  
**Onsite Job**

Contact  
**Noor Azillah Sabar**

Legal Entity  
**Continental Tyre PJ Malaysia Sdn. Bhd.**

engineering team by maintaining records, preparing reports, and coordinating office activities within a manufacturing environment.

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 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary.