

# Project Manager - Strategic Operations

## 工作职责

### HOW YOU WILL MAKE AN IMPACT

Seeking a highly organized and analytical professional to support cross-functional initiatives through project management, executive/board coordination, and data-driven research. This role sits at the intersection of operations, strategy, and leadership support—ensuring projects are delivered on time, board materials are prepared to a high standard, and insights are generated to inform decision-making. This role will coordinate cross-functional activities, work closely with the relevant stakeholders, develop joint solutions, and support the implementation of management decisions.

Working closely with the CEO, CHRO, and CFO. This role will act as a communication interface, you will work closely with the Executive Board offices and ensure a smooth flow of information between Board members, their management teams, and employees across the organization. Also, will interface with multicultural organizations, different Business Units and countries within Americas as well as Group Functions at parent company level in Germany.

### Project Management

- Plan, execute, and monitor multiple projects across departments
- Define project scope, timelines, milestones, and deliverables utilizing collaborative approach with the various departments & business units to ensure strategic goals are met
- Track progress and proactively manage risks and dependencies
- Coordinate with stakeholders to ensure alignment and timely delivery
- Prepare status reports and present updates to leadership

### Board & Executive Support

- Lead end-to-end preparation for board and committee meetings
- Develop high-quality presentations, reports, and briefing materials / speeches for internal and external events
- Coordinate inputs from internal teams and ensure accuracy and consistency
- Manage meeting logistics, agendas, minutes, and follow-up actions
- Support executive communications and strategic initiatives as requested

### Research & Data Analytics

- Conduct qualitative and quantitative research to support strategic



职位号码

**REF96951M**

工作职能

项目管理

所在地

**Fort Mill**

领导力级别

个人贡献者

工作场所灵活度

现场办公

法律实体名称

**Continental Tire the Americas,  
LLC**

decisions & project initiatives

- Analyze datasets to identify trends, risks, and opportunities in order to support strategic opportunities
- Build dashboards, models, and reports for leadership consumption
- Translate complex data into clear, actionable insights
- Support business case development and performance tracking

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职位要求

### **WHAT YOU BRING TO THE ROLE**

- Bachelor's degree
- 7+ years of professional related project management experience
- Solid experience in business administration activities especially in finance & controlling / FPA
- Experience working with senior leadership or boards & preparing executive-level materials
- Experience in multinational companies working with various functional area workstreams / processes
- Strong business acumen and organizational development skills
- Ability to engage with various departments to get necessary information & cooperation to meet goals
- Strategic thinker, analytical mindset and strong problem solving skills
- Excellent stakeholder management & communication skills both written and verbally in business language of English.
- Strong proficiency in Excel, PowerPoint, and data visualization tools (e.g., Tableau, Power BI)
- Demonstrate a high level of commitment, flexibility, independence, resilience
- Willingness to travel when needed
- 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.

### **ADDITIONAL WAYS TO STAND OUT**

- 10+ years of professional experience
- Industry experience in the automotive or automotive supplier industry, in a strategy consulting environment and/or mergers & acquisitions
- Strong affinity for automobiles, technical products, and manufacturing processes is desired
- Written and verbal fluency/experience in German language is a plus

我们可以提供

All your information will be kept confidential according to EEO guidelines.

**EEO-Statement:**

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关于我们

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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.