

# Business Coordinator

## 工作职责

### THE POSITION

Hoosier Racing Tire in **Lakeville, IN** is seeking a **Business Coordinator** to join our team. The Business Coordinator supports the business rhythm of the Hoosier Racing Tire management board by coordinating meeting preparation, documenting key outcomes, tracking follow-up actions, and supporting cross-functional business projects. This role helps ensure leadership topics, deliverables, and action items are organized, visible, and moving forward. This position requires strong communication, organization, follow-through, and the ability to work with confidential information and senior leadership topics.

### HOW YOU WILL MAKE AN IMPACT

- Coordinate the management board meeting process, including agenda preparation, meeting logistics (including meal arrangements), documentation of outcomes, and follow-up on agreed actions.
- Track action items, deadlines, and project status between management board meetings to support accountability and visibility.
- Support coordination of key business, administrative, and strategic projects across multiple functions.
- Help organize leadership deliverables related to strategic planning, budgeting, reporting, presentations, and executive communications.
- Prepare, edit, and maintain meeting materials, project trackers, presentations, and other business documents.
- Support operational excellence and continuous improvement activities by coordinating meetings, tracking progress, and helping document outcomes.
- Serve as a local support resource for PROMT project management and CBS-related administration, as applicable.
- Partner with leaders and cross-functional teams to gather updates, clarify next steps, and support timely completion of deliverables.
- Provide project, meeting, and event support to senior management as needed.
- Maintain confidentiality and professionalism when handling sensitive business and leadership information.
- Up to 15% travel - mostly domestic with the potential for some international travel

## 职位要求

### WHAT YOU BRING TO THE ROLE

- Bachelor's degree in business, project management, operations, communications, or a related field and 2+ years of relevant experience in project coordination, business coordination, administrative/project support, operations, or a similar function
- Advanced proficiency in Microsoft Office Suite, including Outlook,



职位号码  
**REF97622D**

工作职能  
项目管理

所在地  
莱克维尔

领导力级别  
个人贡献者

工作场所灵活性  
混合式办公

法律实体名称  
**Hoosier Racing Tire Corp.**

PowerPoint, Excel, Word, and Teams

- Strong organizational skills with the ability to manage multiple priorities and deadlines
- Strong written and verbal communication skills
- Ability to work with confidential information and interact professionally with senior leaders
- Legal authorization to work in the United States is required. We will not provide sponsorship for this position now or in the future.

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

- 5+ years of relevant project coordination, business coordination, executive support, operations, or project management experience
- Experience supporting senior leaders, leadership teams, or cross-functional business processes
- Experience preparing meeting materials, presentations, reports, project trackers, or executive communications
- Experience with project management tools, methods, or processes
- Knowledge of PROMT, CBS, or other continuous improvement systems
- Experience in a manufacturing, automotive, tire, or industrial environment
- Ability to drive clarity, follow-up, and alignment in a dynamic environment

我们可以提供

#### **THE PERKS**

- Immediate benefits
- Paid time off
- Tuition reimbursement and employee discounts
- Annual bonus program
- Employer 401(k) match
- And more benefits that come with working for a global industry leader!

\*\* Legal authorization to work in the U.S. is required. We will not sponsor individuals for employment visas, now or in the future, for this job opening.

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

#### **EEO-Statement:**

EEO / AA / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities, where they apply. To be considered, you must apply for a specific position for which Continental

has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to [Careers@conti-na.com](mailto:Careers@conti-na.com) or contact US Recruiting at 248.393.5566. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

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

#### **EEO-Statement:**

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to [Careers@conti-na.com](mailto:Careers@conti-na.com) or contact US Recruiting at 800-821-2727. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

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

#### 关于我们

Continental is a leading tire manufacturer and industry specialist that develops and produces sustainable, safe and convenient solutions for automotive manufacturers as well as industrial and end customers worldwide. Founded in 1871, the company generated sales of €19.7 billion in 2025 and currently employs around 78,000 people in 54

countries and markets.

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 delivers top performance for more than 150 years and is one of the world's largest tire manufacturers. In fiscal 2023, the Tires group sector generated sales of 14 billion euros. Continental's tire sector employs more than 56,000 people worldwide and has 20 production and 16 development sites. Are you ready to shape the future with us?

Hoosier Racing Tire, the largest race tire manufacturer in the world, has continually promoted passion, pride, and success in the racing industry since 1957. Based in Plymouth, Ind. their state-of-the-art facility, including a fully integrated technology and R&D center, is solely dedicated to engineering, designing, supporting, and manufacturing the over 1,000 different types of racing and high-performance tires currently produced. Instilled with the heritage of champions, Hoosier utilizes a model sales and distribution network to deliver winning results globally. Hoosier Racing Tire is a 100% subsidiary of Continental AG.

Are you ready to shape the future with us?