

GMO Office Manager

Vaše náplň práce

****Public Affairs & Government Relations****

- Serve as primary contact between the General Manager's office and government bureaus, local authorities, and external stakeholders
- Coordinate and arrange government-related activities with the plant
- Represent Continental at meetings organized by local authorities and institutions

****Internal & External Communications****

- Manage internal communications with all stakeholders, promoting Continental as an attractive employer
- Implement professional internal communication tools (newsletters, intranet, town-hall meetings, information boards, internal TV) to maintain workforce engagement
- Develop and coordinate external communication programs to enhance Continental's image and position the plant as an employer of choice and responsible community member
- Ensure alignment of all communications with corporate, divisional, and local business objectives

****Crisis Communication & Media Relations****

- Define, develop, and implement crisis communication strategies in collaboration with the management board
- Provide communication counseling and training to management and supervisors
- Establish and maintain relationships with local media, authorities, institutions, and community members as the plant's spokesperson
- Edit all plant-related communication materials (press releases, media statements, articles, presentations, speeches) according to corporate guidelines

****Event Management****

- Lead plant management team activities, including team building and workshops
- Assist in organizing company events such as annual award ceremonies and sports days

****Executive Support & Office Management****

- Coordinate the General Manager's schedule, calendar, and meeting appointments
- Manage meetings, including agenda preparation, minute-taking, and follow-up
- Organize travel arrangements and prepare reimbursements and related documentation
- Maintain office appearance, technical equipment, and working environment standards



ID pracovní pozice
REF98121H

Obor
Administrativa

Lokalita
He Fei Shi

Úroveň vedení lidí
Vedení týmu

Flexibilita práce
Práce v kanceláři

Právnícká osoba
Continental Tires Co., Ltd.

- Procure and manage office equipment and supplies
- Oversee company car arrangements and driver management
- Manage relationships with administrative vendors (travel agencies, etc.)

Váš profil

Bachelor degree and above good MS office and Office 365 skills;
good writing and communication skills; GM Executive Management
experience 2-3 years is plus. 2-3 years experience 2-3 years
experience 3+ years in comparable positions

Co nabízíme

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

O nás

Continental is a leading tire manufacturer and industry specialist. Founded in 1871, the company generated sales of €39.7 billion in 2024 and currently employs around 95,000 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 has been delivering top performance for more than 150 years and is one of the world's largest tire manufacturers. In fiscal 2024, the Tires group sector generated sales of 13.9 billion euros. Continental's tire division employs more than 57,000 people worldwide and has 20 production and 16 development sites.