Director Assistant

Tus tareas

Director Assistant - Key Responsibilities

- Provide executive support to the Vice-President for the Mercosur region, including agenda management, prioritization of critical matters, and coordination with 10 direct reports
- Manage all travel arrangements (flights, hotels, ground transportation) for the VP and team members across Brazil and Argentina, ensuring cost efficiency and policy compliance
- Monitor and analyze travel and operational expenses; prepare periodic reports with cost reduction recommendations and budget forecasting
- Coordinate and support company events, recognition programs, and business travel logistics, including on-site supervision when required
- Organize and maintain meeting schedules; prepare meeting requests, confirmations, and minutes for management and board meetings
- Prepare presentations, translate documents, and draft internal communications as needed
- Manage commercial contracts, agreements, and documentation; organize files, collect signatures, and coordinate with legal/notary services
- Provide administrative support including reception of internal and external visitors, resource coordination, and confidential information management

Tu perfil

Director Assistant - Required Qualifications

- Demonstrated expertise in event management, including coordination of corporate events, recognition programs, and executive-level business travel logistics
- Fluency in Spanish with the ability to conduct professional business communications across multiple markets
- Proficiency in internal communications, including drafting, preparing, and distributing professional correspondence and documentation
- Advanced English language skills, both written and verbal, with the ability to support executive leadership and maintain operational continuity across regions

Nuestra oferta

- Home Office 2 times a week

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ID del puesto
REF98720K

Área de trabajo
Administración y Asistencia

Ubicación
Jundiaí

Nivel de liderazgo
Autoliderazgo

Flexibilidad del puesto
Hybrid Job

Horario de trabajo
Tiempo completo

Entidad legal
Continental do Brasil Produtos Automotivos Ltda.

Acerca de nosotros

Continental develops pioneering technologies and services for the sustainable and connected mobility of people and their goods. Founded in 1871, the technology company provides safe, efficient, smart and affordable solutions for vehicles, machinery, 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. With its premium portfolio of the division of cars, trucks, buses, two-wheelers and special tires, the Tires sector of the group provides innovative solutions in the area of tire technology. Smart products and services related to tires and the promotion of sustainability complete the product portfolio. For specialized dealers and fleet managers, the Tires sector offers digital tire monitoring and management systems, in addition to other services, with the objective of guaranteeing the operation of fleets and increasing their efficiency. With the supplied tires, Continental makes a significant contribution to safe, efficient and environmentally friendly mobility.

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