

Working student - administrative support (m/w/d)

Ihre Aufgaben

- Provide administrative support
- Act as a backup support during absences, vacation periods
- Communicate with employees, managers regarding organizational and administrative topics.
- Support administration of business trips
- Assist with the organization and logistics of internal events (project meetings, workshops, trainings, visits)
- Coordinate meeting schedules, room reservations, catering arrangements
- Prepare presentations, meeting materials, reports, and other administrative documentation.
- Ensure smooth day-to-day operations and provide ad hoc support to the management team and executive assistants.

Ihr Profil

- University student
- Time availability for presence app. 80hrs/month
- Good communication and interpersonal skills.
- Strong organizational skills with attention to detail and the ability to manage multiple tasks simultaneously.
- Proactive, reliable, and service-oriented attitude.
- Ability to handle confidential information with professionalism and discretion.
- Good command of English
- Proficiency in Microsoft Office applications (Outlook, Excel, PowerPoint, Word); knowledge of Microsoft Teams is preferred.
- Ability to work independently while collaborating effectively within an international environment.

Unser Angebot

- Hourly wage **6,46€/hour**
- Participation in student-focused Continental events (e.g., Workshops for Continental Students).

Apply now **(by September 23rd, 2026)**.

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

Über uns

Continental develops pioneering technologies and services for



Job ID
REF98918S

Arbeitsbereich
Verwaltung & Assistenz

Standort
Púchov

Job Flexibilität
Onsite Job

Arbeitszeit
Teilzeit

Gehaltsinformation
6,46 EUR pro Stunde brutto

Rechtliche Einheit
Continental Tires Slovakia, s.r.o.

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 2024, Continental generated preliminary sales of €39.7 billion and currently employs around 190,000 people in 55 countries and markets.