

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

หน้าที่ความรับผิดชอบในงานของคุณ

- 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.

โปรไฟล์ของคุณ

- 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.

ข้อเสนอของเรา

- 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.



รหัสตำแหน่งงาน

REF98918S

สาขางาน

งานธุรการและการให้ความช่วยเหลือ

ที่ตั้ง

Púchov

ความยืดหยุ่นในการทำงาน

ทำงานในบริษัท

เวลาทำงาน

งานพาร์ทไทม์

ระดับเงินเดือน

6.46 EUR hourly gross

นิติบุคคล

Continental Tires Slovakia, s.r.o.

เกี่ยวกับเรา

Continental develops pioneering technologies and services for 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.