

Procurement & Executive Support Specialist

Ihre Aufgaben

HOW YOU WILL MAKE AN IMPACT

The Procurement Coordinator & Communication Specialist is responsible to support the North America Non-Production Material (NPM) Purchasing organization. This includes administrative activities as assigned, analytical support, as well as proposing solutions to observed problems. They will cultivate and maintain relationships with intra-organizational and external contacts. Additionally, this person will provide administrative support for the Head of NPM North America and assist with departmental coordination activities as necessary.

THE RESPONSIBILITIES

- Global scorecard support in tracking of NPM KPI information, data and interpretation including analyzing correlations, risks and highlighting areas needing attention and improvement.
- Additional Purchasing tasks including, but not limited to, managing Purchasing requests, negotiations, ad-hoc reporting/analysis, audits.
- Coordinate and assist in preparing presentations for internal management meetings and workshops.
- Design, refine, and deliver professional presentations, ensuring clarity, impact, and alignment with corporate standards.
- Key contact to management of personnel.
- Demonstrate exemplary customer service.
- Administration of calendar, travel coordination, submitting and reviewing expense reports for Head of NPM North America.
- Provide support on various activities, such as incoming calls for Head of NPM North America, tracking of trainings, obtaining contract signatures, maintaining group intranet site.
- Support digitalization of processes and documentation to improve efficiency, transparency, and accessibility of departmental information.

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WHAT YOU BRING TO THE ROLE

- Bachelor's degree in business administration, Communication, Supply Chain or related discipline
- Minimum 2 years of office/administrative support
- Knowledge of MS Office tools.
- Strong verbal and written skills.
- Affinity for cooperation with people and intercultural competencies.
- **Excellent communication and presentation skills, with proven ability to create and deliver professional presentation materials.**
- Ability to work under pressure, driving execution.
- Ability to identify areas of improvement and take initiative to propose solutions.



Job ID
REF4456H

Arbeitsbereich
Einkauf

Standort
Auburn Hills

Leadership Level
Leading Self

Job Flexibilität
Onsite Job

Rechtliche Einheit
Continental Automotive Systems, Inc.

- Creativity, reliability, integrity, teamwork to operate with global perspective.
- **Proficiency in AI tools and comfort with adopting new technologies to support process improvements.**
- **Experience or interest in digital transformation initiatives, including automation and process optimization.**

OPEN TO VISA?

- 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 posting

RELOCATION PACKAGE OFFERED?

- No relocation assistance is offered for this position.

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THE PERKS

- Immediate Benefits
- Robust Total Rewards Package
- Paid Time Off
- Volunteer Time Off (if applicable)
- Employee Discounts
- Competitive Bonus Programs
- Employee 401k Match
- Diverse & Inclusive Work Environment with 20+ Employee Resource groups.
- Telecommute Work (if applicable)
- Employee Assistance Program
- Future Growth Opportunities, including personal and professional
- And many more benefits that come with working for a global industry leader!

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

EEO-Statement:

EEO / AA / Disabled / Protected Veteran Employer. AUMOVIO 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, AUMOVIO complies with government regulations where they apply. To be considered, you must apply for a specific position for which AUMOVIO 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, AUMOVIO provides reasonable accommodations to qualified individuals with a disability.

Ready to take your career to the next level? The future of mobility isn't just anyone's job. Make it yours! **Join AUMOVIO. Own What's Next.**

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The Company

Since its spin-off in September 2025 AUMOVIO continues the business of the former Continental group sector Automotive as an independent company. The technology and electronics company offers a wide-ranging portfolio that makes mobility safe, exciting, connected, and autonomous. This includes sensor solutions, displays, braking and comfort systems as well as comprehensive expertise in software, architecture platforms, and assistance systems for software-defined vehicles. In the fiscal year 2024 the business areas, which now belong to AUMOVIO, generated sales of 19.6 billion Euro. The company is headquartered in Frankfurt, Germany and has about 87.000 employees in more than 100 locations worldwide.

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