

Team Assistant (Administrative Assistant III)

工作职责

Supports an organization or department by performing administrative services. Assists management with administrative tasks such as tracking and compiling information. Prepares various reports detailing the administrative information handled by the position. Read and answers correspondence. May handle confidential information.

- Performs complex administrative and staff support duties for the organization/departments.
- Prepares reports and presentation materials utilizing Microsoft Office Suite.
- Receive and responds to correspondence.
- Data entry and paper/electronic filing/archiving.
- Receives and directs visitors.
- Scheduling/coordinating meetings, workshops, etc. including planning of menus and refreshments as needed.
- Organize and maintain office files and records in accordance with internal retention policy and procedures.
- Run and distribute monthly reports as needed.
- Support and process orders (i.e. office supplies) in the company ordering system.
- Plan and/or coordinate detailed travel arrangements for both domestic and international travel using company expense reporting system (Concur) and assist with expense reporting.
- Assist with Microsoft Outlook calendar support for departments.
- Appropriately manage confidential information.
- Provide backup for other Administrative Assistants.
- All other duties and projects as assigned.

职位要求

Required Qualifications:

- High School Diploma/GED Required
- A minimum of 3+ years of relevant experience
- Excellent computer skills, specifically MS Office
- Experience in a diverse global organization
- Ability to identify and solve problems and to work within assigned deadlines and high attention to detail
- Strong organizational skills and ability to multi-task in a fast-paced environment
- Excellent written and verbal skills
- Takes ownership of responsibilities and thinks proactively

Relocation will not be provided for this position.

Legal authorization to work in the United States is required.

Preferred Qualifications:



职位号码

REF6576K

工作职能

行政支持

所在地

Auburn Hills

领导力级别

个人贡献者

法律实体名称

AUMOVIO Systems, Inc.

- Associates Degree

我们可以提供

- Immediate Benefits
- Robust Total Rewards Package
- Paid Time Off
- Employee Discounts
- Competitive Bonus Programs
- Employee 401k Match
- 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, as a federal contractor, AUMOVIO complies with government regulations, where they apply, including affirmative action responsibilities for qualified individuals with a disability and protected veterans. 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.**

关于我们

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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