

Receptionist & Facility Coordinator

Your tasks

1. Admin support for PO

1. daily admin support eg: reception desk, office supply, mailroom etc.
2. follow up payment procedure (CEOS), arrange the payment on time.

2. Event support

Efficient support regular or special events. eg: Annual Meeting, ACEC, CMTM, CMBM etc

3. Space survey summary and follow up

4. Coordination with vendors about work permit application, and meeting organization and preparation with vendors

5. Other tasks assigned by manager

Your profile

- Good professional image
- Bachelor' s degree or above; fluent in English
- 3~5+ years of related working experience
- Proficient in Microsoft Office; excellent communication, coordination, and time management skills, familiarity with AutoCAD is a plus.
- Proactive, strong sense of confidentiality and stress resistance

Our offer

准备好让你的职业生涯更上一层楼了吗? 未来出行绝非一份人人皆可胜任的工作, 它是非你莫属的使命! 加入欧摩威, **Own What' s Next.**

About us

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.



Job ID
REF7736D

Location
Yang Pu Qu

Leadership level
Leading Self

Legal Entity
AUMOVIO Holding China Co.,
Ltd.