



Goodyear is one of the world's largest tire companies. It employs about 72,000 people and manufactures its products in 57 facilities in 23 countries around the world. Its two Innovation Centers in Akron, Ohio and Colmar-Berg, Luxembourg strive to develop state-of-the-art products and services that set the technology and performance standard for the industry. For more information about Goodyear and its products, go to www.goodyear.com/corporate.

Do you want to be a part of a team based in Colmar-Berg working in a fast paced, world class organization, driven by leading edge technology? ... if the answer is yes, then we have just the job for you...



Administration Specialist (m/f)

The Opportunity

You will have the opportunity to join a multinational team in a new factory using innovative technology and state of the art equipment.

Your responsibilities:

Support the Plant Leadership team with administrative tasks: update internal communication tools, prepare presentations for internal meetings, keep KPI charts updated

Organize and manage plant administrative documents and materials: create meeting minutes, plant organigrams, plant documents templates, training records, handle the plant database.

Be the privileged contact person for the contracted suppliers on site.

Be the first contact person for external visitors and for offices facilities services.

Be responsible for the stock of PPEs, work clothes and office supplies. Manage, track, and analyze stock usage to ensure budget compliance.

Organize internal events.

Manage monthly reviews with HR to follow key activities with high level of confidentiality, provide administrative tasks supporting HR Manager such as Overtime, Attrition, Headcount tracking and hiring follow up. Gather & record Overtime tracking for all associates, revisit current process and build accountability.

Review Absenteeism initiatives and contribute to yearly plan with Plant Leadership Team, analyze return interviews and support forward plan.

To join our team, you will need the following qualifications:

Education

Post-High school degree, at least 3-4 years of experience in a similar position

Language

Good knowledge of English. French and/or German are considered an asset

Experience

Experience with regards to the execution and management of administrative processes.

We are looking for the following skills:

Sense of urgency and commitment

Active staff member with high level of collaboration with leaders running active follow-up. Excellent knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint)

Ability to organize and prioritize tasks and work in parallel processes.

Pro-active, service-minded, flexible and 'can do' attitude.

Excellent interpersonal and communication skills.

High degree of confidentiality.

Sound judgment and problem-solving ability.

Takes Initiative and assumes Responsibility.

Are you looking for an opportunity to join a company that has a long history and an exciting future? A place where you can grow within an international organization? A role where you will contribute to increasing the innovation, safety and sustainability of the tires that drivers across EMEA rely on every day?

To find out more and to apply,
visit our career portal and post your CV!
http://www.goodyear.eu/corporate_emea/career/



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