



Volkswagen of America, Inc./ Volkswagen Canada
Alejandra Lorenzo 248-754-5848 alejandra.lorenzo@vw.com

Job Title/Req: Manager Office of the EVP - (4881)

Location: Auburn Hills, MI

Business Unit/Branch: Audi of America

Department: Audi Human Resources

Employment Type: Full-Time

HR Contact: Jennifer Hislop, jennifer.hislop@audi.com, 248-754-4689

Internal Job Description:

MANAGER, OFFICE OF THE EVP AUDI OF AMERICA AUBURN HILLS, MI POSITION ANNOUNCEMENT # 4881 April 28, 2005

Audi of America has an open position, Manager, Office of the EVP, reporting to Johan de Nysschen, Executive Vice President, Audi of America. This position has become available due to Anna Cudini being assigned to a role in Product Management to coordinate and implement Audi product launch strategies. This role is key to the effectiveness of the Office of the Executive Vice President, Audi of America. This role is a salary band 4 position located in Auburn Hills, MI.

MISSION • Supports the Executive Vice President (EVP) of Audi of America in daily business operations and manages related tasks and issues within the organization • Serve as the key link in the organization to drive special project activities across the brand and respective functions • Prepares and coordinates key internal and external meetings on behalf of the Office of the EVP. • Serves as the clearinghouse for coordinating communication for top-level meetings within AoA and AUDI AG • Monitor and report key performance indicators for AoA

The success of this role will be measured by: • Efficient flow of necessary information communicated to top-level managers • Level of coordination/effectiveness of meetings and necessary follow-up • Quality of prepared executive speeches and presentations • Accurate tracking of AoA project deliverables

KEY ACTIVITIES • Drive special project activities across functions and organization boundaries • Coordinate and drive major projects on behalf of the EVP • Follows-up on meeting decisions (MTM, Board, etc) and drives topics within the organization • Provides ad-hoc support in daily operations where needed • Coordinate and drive key meetings and communications • Coordinates and prepares weekly and monthly Audi Management Team Meetings (MTM), AUDI AG Board reviews, VANA, Product Forum, Executive Board meetings and additional necessary meetings • Manages schedule and agenda topics. Prepares and coaches MTM and other participants • Prepares EVP for participation in all internal committees • Drives, guides and ensures implementation of internal communications of AoA • Serves as point of contact for AoA EVP in his absence • Coordinates and composes speeches and presentations as required • Monitor and report key performance indicators • Assists in annual target setting for brand, acting as the clearinghouse and driver for MTM Business Plans for AoA • Establishes a system to monitor key performance indicators and progress vs. objectives of AoA related projects • Develops and tracks deliverables of AoA's projects, providing progress reports, targets and milestones to allow proactive management responses • Prepares reporting of operational business performance for executive management presentation and review (including data aggregation, cross-check and validation) • Challenges leaders as appropriate, to ensure reported operational status is accurate

END PRODUCTS • Provide information on key performance indicators for AoA • Facilitate effective and efficient MTM, VANA, Product Forum, and EB Meetings

REQUIRED QUALIFICATIONS

Education • Bachelor's Degree in business or related discipline

Experience • Three years of experience in automotive industry • Excellent communication and presentation skills • Experience in project management and leading of small teams (project work) • Proven success in a role focusing on identifying and solving strategic issues • Significant experience with strategic thinking and analysis • Demonstrated success in developing strong working relationships across many layers of an organization and across cultural boundaries • Proven ability to motivate fellow employees to action to achieve common goals • Demonstrated ability working in confidential environment

Competencies Results orientation Market knowledge Customer focus Collaboration Change leadership Process orientation
People Development Team Leadership Strategic Orientation

DESIRED QUALIFICATIONS

Education • MBA or equivalent education

• German language proficiency

We are proud to be an EEO employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

External Job Description:

MANAGER, OFFICE OF THE EVP AUDI OF AMERICA AUBURN HILLS, MI POSITION ANNOUNCEMENT # 4881 April 28, 2005

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APPLICATION PROCESS:

Please apply online at www.audiusa.com/careers

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