

Personal Assistant

Kekst CNC was formed in 2018 when two of the world's premier strategic communications firms, Kekst, founded in 1970, and CNC, founded in 2002, combined their teams and capabilities to build the leading global strategic communication consultancy worldwide.

Our global team of more than 250 experienced professionals serve clients, from our 12 offices in New York, London, Munich, Berlin, Frankfurt, Brussels, Tokyo, Seoul, Hong Kong, Dubai, Abu Dhabi and Stockholm where Kekst CNC is JKL. As trusted advisors, the firm brings expertise on such high stakes matters as: M&A, shareholder activism and governance, crisis communications, restructurings, regulatory investigations, litigation support, investor relations, IPO communications, issues and reputation management, change management and employee engagement, as well as digital and social communications.

Kekst CNC is part of the Publicis Groupe, the world's third largest communications group.

Purpose and Scope of Role

This role will also be working in support of two of the London Partners as well as assisting a group of Directors which form part of the Management Team in London. This will require commitment, loyalty, discretion and proactivity in managing their diaries, whereabouts and supporting their business needs. Working alongside the other PAs and within the Central Support Team in London, you will be a team player and be able to support as well as have all of the support you require on a day to day basis.

Main Responsibilities

- Full diary management support, winning their confidence and trust and staying one step ahead in managing schedules
- Booking client meetings, ordering catering, arranging conference calls, lunches etc.
- Processing expenses on regular basis
- Completion of timesheets on Altair
- Arranging all travel including complex, international travel
- From booking taxis to complex trips, producing itineraries, processing visas
- For any new clients that Partner/MD wins – provide full admin assistance
- Formatting of the contracts, setting up the clients on Altair, completion of billing instructions
- Dealing with any ad hoc requests
 - o E.g scanning, photocopying, filing, personal matters etc
- Assisting with managing client teams
 - o Help organise client meetings, booking lunches, arranging conference calls
- Assisting in building and maintaining contact lists in accordance with GDPR
- Setting up internal project meetings, notetaking and distribution, enabling follow up as needed
- End-to-end external event coordination

Requirement

More than 2 years' experience in personal assistant role – ideally with a long period spent looking after more than one senior individual

- Highly organised and detail oriented individual
- Can adapt quickly to business requirements
- Strong project management skills
- Process and results orientated
- A 'people person'
- Confidence to push back when required
- Drive, determination, creativity and ambition to make things happen
- Good command of written and spoken English
- An added bonus would be a working understanding of German