

About Kekst CNC

Kekst CNC was formed in late 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.

To support our team in our office in Brussels we are hiring

Office Manager and Executive Assistant (m/f/d)

Purpose and Scope of Role

This role will be a combination of Office Management and Executive Assistant. The purpose of this role is to ensure that the office runs efficiently and cost effectively from an administrative and operational point of view, with the correct processes and procedures in place to enable the Brussels office to continue to operate professionally. Our preference is a candidate with strong administration and organizational skills and customer relations experience, who has meticulous attention to detail and a willingness to learn quickly. We need somebody who is able to keep an eye on all office processes in order to be able to foresee issues that could arise and be able to nurture all internal and external relationships and act as the 'face' of the Kekst CNC Brussels office. This role will also be working in support of the Management Team in Brussels. This will require commitment, loyalty, discretion and proactivity in managing their diaries, whereabouts and supporting their business needs. Working alongside the other Assistants of the international Kekst CNC, the successful candidate will be a team player and be able to support as well as have all of the support required on a day to day basis. Winning confidence and trust and staying one step ahead in managing schedules.

Main Responsibilities:**Office Management**

- Being the first point of contact for all office issues, suppliers, and staff, ensuring that it runs smoothly and effectively at all times
- Managing all office maintenance and equipment contracts, ensuring that these are renewed or replaced with competitive services on an annual basis and working closely with building management to ensure compatibility
- Daily use of Altair (Enterprise Resources Planning System) for creating PO's / processing expenses / new starters/ leavers and renewing IT equipment
- Taking and updating the minutes for the weekly morning and central team meeting
- Be the first point of contact for all IT issues, including trouble shooting internally, liaising with Re:Sources (external IT shared service centre) and our IT team in Munich, ordering all IT equipment and ensuring it is installed properly and reporting system failures
- Maintaining a tidy and clean and efficient office and store room at all times and ensuring office equipment is well stocked at all times
- Setting up monthly All Company Meetings and collating information for slides
- Support in event management for all internal events Develop strong relationships and network within and across all offices especially with other office managers, with all interfaces concerned e.g. Shared Service Centre, the global HR team and all relevant Business Partners
- Manage our public mail address and direct all incoming and outgoing mails

Executive Assistant

- Full diary support - scanning of email, identifying regular tasks for EA to complete e.g. meeting requests progressed without consultation with Executives
- Arranging international travel and complex trips as to flight, hotel, transport – agrees travel need with executives and coordinates arrangements appropriately, can involve multiple destinations and short notice changes. Create logical itinerary based on executives' availability. Provides support with travel documentation and procedures including visas
- Meeting and Event planning – books client meetings, office/meeting room bookings, takes brief and delivers full event management including ordering catering and lunches within budget. Prepare agenda as directed by executives. May provide on-site facilitation of event including taking notes
- Conference call/ TP / VC bookings – provides scheduling support and attends calls as required
- Client/ Business support – supports executives with BD initiatives, preparing and drafting client communications and agendas, ensuring accuracy and completeness, preparing client packs including presentations, pitches / proposals, CV with direction from executives and /or other individuals, and printing or amending data
- Conserves time by reading, researching, and routing correspondence, drafting letters and documents, collecting and analysing information
- Client / EA relationships – develop relationships with executives' clients and their Executive Support Associates. Establish strong network across offices
- Provide full admin assistance as to client work and related processes e.g. updating client information, mailing lists and databases, formatting of contracts, completion of billing instructions, prepare reports by collecting and analysing information etc.
- Dealing with any ad hoc requests e.g. scanning, photocopying, filing, personal matters etc.
- Maintain customer confidence and protect operations by keeping information confidential
- Regular time and expense reporting / processing

Person Specification and Requirements:

This role will suit an organised, detail orientated Office Manager / Executive Assistant who is able to quickly understand the business and manage the delivery of projects and processes to deliver results. Exceptional levels of initiative, organizational skills, client focus are key requirements for delivering high quality work within expected time frames and in our fast paced environment. This candidate will have strong project management skills, will be hardworking and diligent, curious and engaged. We are looking for someone with a positive attitude who can remain calm under pressure, they should be personable and easy-going with an ability to push back but a proactive attitude.

- Several years of work experience in a comparable role ideally in consultancy, investment banking, law firms or similar space
- Ideally have knowledge and experience of working with a global team across multiple languages and exposure to international cultures
- Exceptional written and oral communication skills
- High attention to detail, bias for action and detailed planning skills are a must
- Superior organisational skills and great follow through on tasks, ideally experience with organising medium and large size events
- Ability efficiently solve difficult or complex problems that affect people within the organisation or other related groups
- Ability to prioritise and meet tight deadlines while feeling comfortable in working in a highly ambiguous environment and switch gears at a moment's notice which requires an appropriate sense of urgency
- Comfortable in taking action and completing high volumes of multiple assignments or tasks, accurately and efficiently with little or no guidance while exercising good judgment in keeping team members adequately informed
- Ability to demonstrate an understanding of business structure as well as the desire and aptitude for learning new concepts quickly
- High levels of integrity and discretion in handling confidential information and professionalism in dealing with senior professionals inside and outside the company is required
- Advanced MS Office knowledge (Word, Excel, Outlook, and PowerPoint)
- Additional European languages is a plus

What we offer:

- An inspiring career opportunity in a an international company with multinational clients
- Gain experience in working in a bilingual environment
- Great opportunity will be provided to learn about in-depth financial communications, crisis communications and corporate communications
- Small and friendly atmosphere

Please send your full application to the following e-mail address:

career@kekstcnc.com