

## 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 13 offices in New York, London, Munich, Berlin, Frankfurt, Brussels, Paris, 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 two Global Partners in our office in **London** we are looking for a fixed-term

## Executive Assistant (m/f/d)

### About the Role:

Working in a fast paced environment, based in Kekst CNC's London office, the role involves executive assistant support for two of its global Partners. Kekst CNC's London office is experiencing high growth and is a dynamic workplace with a collegiate atmosphere.

The individual should be able to demonstrate the highest professional standards commensurate with a senior assistant role. Proactivity and discretion are high on this list of desired traits. The role requires excellent time management and organisational skills, as the work will involve client administration, marketing and events, diary management and travel coordination.

Working alongside the other Assistants and within the Central Support Team in London, you will be a team player and be flexible to support others as they support the business' growth.

### Main Responsibilities:

- Full diary management support for two Partners, winning their confidence and trust and staying one step ahead in managing two busy and ever changing schedules
- Monitoring two busy inboxes and responding on behalf of the Partners where necessary
- Arranging all travel including complex, international travel
- Assist in creating and formatting PowerPoint, Microsoft Word documents and budgeting spreadsheets for new business and client meetings
- Booking client meetings, ordering catering, arranging conference calls, lunches etc.
- Setting up internal project meetings, notetaking and distribution, enabling follow up as needed
- Managing expenses and timesheets for the two Partners
- Regularly updating the Partners' contacts to the company CRM database
- Dealing with any ad hoc requests e.g. scanning, photocopying, filing, personal matters etc.
- Selective marketing support including mail merges
- Admin support for client teams and Directors
- Keeping the company intranet up to date with global new client wins on a monthly basis

- Working together closely with the Central Services team, meeting regularly and covering when needed
- Assisting with external and internal event coordination

**Requirements:**

- 7 years of relevant professional experience, which of minimum 3 years' experience in a EA/PA role – ideally looking after more than one Exec
- 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
- Very good command of written and spoken English

**What we offer:**

Kekst CNC offers an inspiring working atmosphere, characterized by the highest level of professionalism in a challenging environment, lots of fun at work and an open corporate culture. You would be joining at an exciting time as our London office has grown substantially over the past few years. The role is a maternity cover and therefore fixed-term until May 2020. Start date as soon as possible.

**Please send your application, or any questions related to the role, to Partner Assistant [Hannah.Greenwood@kekstcnc.com](mailto:Hannah.Greenwood@kekstcnc.com)**

The recruitment process consists of interviews and shorter written assignments.

We look forward to your application!