

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)

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.

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.

- 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
- Organisational skills and great follow through on tasks, ideally experience with organising medium and large size events
- Ability to prioritise and meet tight deadlines while feeling comfortable in working in a highly ambiguous environment
- 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)
- Fluent in English and French, 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