

## 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.

We are looking for a full-/ part-time (min. 30 h / week) role located in Munich as

## Staffing Manager (f/m/d)

### The role

As a key member of our global Talent Team you will be responsible for all staffing needs of KEKST CNC. You will deliver value to KEKST CNC clients by ensuring the optimal staffing of all consultants to projects while managing the required tradeoffs between business needs, professional development requirements and individual preferences. You will be working closely with our partners, project leaders and the HR Director to manage the overall staffing, focusing on allocating the right individuals to the right projects to meet business needs while optimizing individuals' professional development.

As a Staffing Manager you will report directly to the Head of HR Europe/Asia based in Munich, where this role will be located as well.

We look for team players with integrity, strong problem solving and analytical skills, innovative thinking and intellectual curiosity who want to make an impact on the success of the firm's most valuable asset, our people!

### Your responsibilities will include:

- Tracking of pipeline by attending project team and partner meetings and having daily interaction with partners, the HR Director, project leaders and project teams
- Manage the overall staffing and build alignment, taking into account

- Needs of project in terms of seniority and skills
- Cost-to-revenue implications
- Client prioritization for office and region
- Individuals professional development and other staffing needs
- Oversee staffing of people returning from leave of absence e.g. parental leave, transfers into consulting field
- Recommend and provide advice on requested transfers
- Documentation of the workforce as well as analysis of KPIs and reporting of possible over- / under-utilization
- Steering of availabilities and capacities of individual consultants, being the first point of contact for all staffing queries
- Close collaboration with the management team, project leads and the human resources and finance department
- Ensuring uniform processes and procedures as well as continuous strategic and operational improvement of the area of staffing

**Your profile:**

- Bachelor's degree with a focus on business, management or HR required; advanced degree with strong academic record preferred
- Minimum 3-5 years of similar work experience in another consultancy firm with a sound understanding of partnership organization
- Ideally former service firm professional who has moved out of consulting or banking, subsequent professional development experience
- Commercial and sound business judgement, good sense of prioritization and ability to manage competing demands in a complex, matrixed environment and make high quality decisions effectively in a calm, helpful and flexible manner;
- Independent and structured working, quick comprehension, strong analytical skills and ability to work with metrics, numbers and trends
- Motivated proactive team player with very good interpersonal skills and a proven ability to deal with people in a fair and consistent manner, take initiative and build strong and productive relationships across the organization;

- Adept at influencing through strong relationships, expertise and data. Ability to identify and galvanize a complex web of relationships and dependencies to holistically solve problems and seize opportunities
- Tenacity and street-smarts to deal with tough cases, ability to handle highly confidential information, negotiation strength and excellent communication skills in all situations with customers such as partners, project leaders and consulting staff
- Empathic to consulting staff needs/preferences
- Open-mindedness towards new topics, flexibility and creativity in finding solutions
- Business fluency in English and German
- Microsoft applications in particular Excel and PowerPoint; strong project management skills

This role provides the opportunity for the incumbent to work closely with the leadership team and the consulting staff and play a crucial role for our success. We offer 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. We have offices around the globe in modern workplaces. This role includes the opportunity to actively participate in the further development of Kekst CNC.

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

**[career-emea@kekstcnc.com](mailto:career-emea@kekstcnc.com)**