

## About Kekst CNC

Kekst CNC is a leading global strategic communication consultancy. Our global team of 300 professionals serve clients from 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 high stakes matters like: M&A, shareholder activism and governance, crisis communications, restructurings, regulatory investigations, litigation support, investor relations, IPO communications, issues and reputation management, change management, sustainability 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 three Global Partners in our office in **London** we are looking for a permanent

## 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 three of its Global Partners. Kekst CNC's London office 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, organisational skills and proactivity, as the work will involve client administration, marketing and events, diary management and travel coordination.

Working alongside the other Assistants 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 three Partners, winning their confidence and trust and staying one step ahead in managing their busy and ever-changing schedules
- Monitoring busy inboxes and responding on behalf of the Partners where necessary
- Arranging all travel including complex, international travel and visas
- 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 etc.
- Setting up internal project meetings, notetaking and distribution, enabling follow up as needed
- Managing expenses and timesheets for the three 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
- Build and maintain relationships with senior internal and external stakeholders

- 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, with a minimum 3 years' experience in a EA/PA role – ideally looking after more than one Exec
- Highly organised and a strong attention to detail
- Ability to multitask in a fast-paced environment and adapt quickly to business requirements
- Strong project management skills
- Process and results orientated
- A can-do attitude with an approachable manner
- Confidence to push back when required
- Drive, determination, creativity and ambition to make things happen

**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. The London office is a sociable and dynamic workplace and continues to grow at a rapid pace. Although you would be based in London, you would be in regular contact with colleagues all over the globe. In addition to exciting development opportunities, we offer a competitive salary, bonus scheme and benefits package

**Please send your resume and cover letter, or any questions related to the role,  
to the following e-mail address: [career-emea@kekstcnc.com](mailto:career-emea@kekstcnc.com)**

The recruitment process consists of interviews ,tests and reference checks

We look forward to your application!