

## 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 one of the leading global strategic communication consultancies worldwide. Our global team of more than 250 experienced professionals serve clients from our 13 offices in New York, Munich, Berlin, Frankfurt, Brussels, Paris, Tokyo, Seoul, Hong Kong, Dubai, Abu Dhabi and Stockholm. 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 HR Team in **Munich** we are hiring a full-time

### HR Generalist (m/f/d)

#### About the Role

Reporting to the local HR Business Partner, you will be working with the wider HR team on managing the full employee life cycle operations for employees in Germany and other satellite offices. You will have close links with managers and employees. You will also be handling end-to-end recruitment for our interns, liaison with our shared service provider, data quality for our HR Information system (HRIS) and providing effective advice on talent development. You will also provide support in performance management, our bi-annual talent reviews and other ad-hoc projects.

#### Requirements

- Proven caliber with minimum 2 years HR operations experience (for example in performance management, employee lifecycle, on/off boarding processes, working with shared service center)
- Professional qualifications in HR and/or university and/or further education degree
- Comfortable working within a multinational environment - with high proficiency in both written and verbal English and German.
- Excellent interpersonal skills with proven experience in a customer-facing environment
- Digital mindset, able to see how digital can help HR to transform the way it works
- Knowledge of German labour law
- Competence in MS Office suite
- Knowledge of other project management tools (Trello, whiteboards etc.) preferable
- Can-do mindset, curious to learn, challenge status quo and attention to detail

## **What we offer**

The company is offering an exciting career opportunity and learning curve for candidates who are looking to develop from HR support to an HR BP position. This role will excite candidates who are looking to learn from great mentors and professionals, in a fast-moving, exciting industry. Being part of a small team means you will get to work on and influence diverse topics.