



## 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 our Team in our office in **London** we are hiring a fulltime

### Office Manager & Team Assistant (m/f/d)

#### About the Role:

Working in a fast-paced environment, based in Kekst CNC's London office, this multifaceted role involves **Office Management** in a dynamic workplace that is experiencing high growth; and **Team Assistant** support to a group of currently eight Directors. Proactivity and a solutions-focused approach are critical to be successful in this role. The role also requires excellent time management and organisational skills, as you will be the go-to person in the office and will need to balance multiple competing demands. Working alongside the other Assistants and within the Central Support Team in London, you need to be a strong team player.

#### Main responsibilities:

##### Office Management

- Being the first point of contact for all office issues, suppliers, and staff, ensuring that it runs smoothly and effectively at all times.
- Being the first point of contact for all IT issues, including trouble shooting internally, liaising with Publicis Groupe IT team in London, and Kekst CNC IT team in Munich, ordering all IT equipment and ensuring it is installed properly, and reporting system failures.
- Maintaining a tidy, clean and efficient office and ensuring office equipment is well stocked at all times.
- Being responsible for our database of subscriptions, ensuring renewals are timely and keeping costs within budget.
- On-boarding of new starters, including introductions, induction plans (in collaboration with HR and Line Manager) and IT-set up.
- Off-boarding of leavers, including organisation of gifts and farewell parties.
- Working with management to furnish our new office space following a relocation within the building.
- Supporting the organisation of all internal events, including summer and year-end parties and any other ad-hoc functions.
- Creating Purchase Order numbers for office-related vendors.

## Team Assistant

- Scheduling of multi-stakeholder meetings, e.g. across different time zones (no daily diary management).
- Booking international travel and arranging visas.
- Providing some administrative assistance, such as processing expenses, submitting timesheets, and binding materials.

## **Requirements:**

- Minimum of 3 years Office Manager experience. Team Assistant experience is preferable, but not a requirement.
- A self-starter who truly enjoys managing the office and proactively shares ideas on how to further develop it as well as the team-feeling.
- Excellent communication skills, both written and verbal, since you will communicate internally and externally on behalf of the company.
- Good numerical skills, since you will need to manage office costs.
- Confidence with IT systems, and a readiness to assist colleagues with IT-related problems.
- First-Aid and other H&S qualifications are beneficial, but not a requirement.
- Ability to multitask in a fast-paced environment and willing to work with a rapidly changing set of priorities.
- Strong attention to detail, can-do attitude and approachable manner.
- Be able to demonstrate the right to work in the UK.

## **What we offer**

Kekst CNC offers an inspiring working atmosphere - characterised 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 will consist of interviews, tests and reference checks.

We look forward to your application!

Kekst CNC is an Equal Opportunity Employer. All qualified applicants will receive considerations for employment without regard to race, colour, age, religion / belief, sex, sexual orientation, gender identity / expression, national origin, disability, marriage and civil partnership status, pregnancy and maternity status, or any other characteristic protected under EU, state or local law, where applicable.