

About Kekst CNC

Kekst CNC is a leading global strategic communication consultancy. Our global team of 250 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 **Dubai** we are hiring an

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

About the Role:

Working in a fast-paced environment, based in Kekst CNC's Dubai office, this multifaceted role in a dynamic workplace involves approximately 50% Office Management and 50% Team Assistant support to our lead Partner in the Middle East, who will be your Line Manager, and to the Director in Dubai, as needed. 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 as part of a tightly knit local team, as well collaborating with HR and Finance in London and connecting with Office Managers in other markets, 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 Dubai, 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.
- Being responsible for trade license and other legal or government filings and documentations. With oversight from UK Finance.
- On-boarding of new starters, including induction plans (in collaboration with HR) and IT-set up.
- Off-boarding of leavers, including organisation of gifts and farewell parties.
- Supporting the organisation of all internal events, including summer and year-end parties and any other ad-hoc functions and social outings.
- Dealing with post and ensuring collection and management of all packages.
- Liaising with Publicis Groupe and wider Kekst CNC team in London on ensuring benefits, such as medical insurance renewals and parking permits, are being administered.
- Providing local support to UK Finance team by managing purchase orders, expense claims, client creations, vendor creations and other Finance related administration. Coordinating with the local shared service centre.
- Overseeing and reporting back to UK Finance on overhead costs, supplier relations and supplier invoice payment. Coordinating with UK Finance on cost budgets.
- Managing the holiday booking system.

Director Assistant

- Booking and arranging international travel, visa, transport and accommodation.
- Providing some administrative assistance, such as processing expenses, submitting timesheets, and binding materials.
- Dealing with ad-hoc requests such as scanning, photocopying, filing etc.

Partner Assistant

In addition to the tasks described above, the Partner will also seek support for:

- Diary management.
- Organising meetings, including meeting room bookings, organising catering and lunches, welcoming guests.
- Facilitating conference calls and video conference bookings.
- Providing Microsoft Office support, including proofing and re-formatting Word, Excel and PowerPoint documents.
- Maintaining customer confidence and protect operations by keeping information confidential.

Requirements:

- Professional experience as Office Manager, Partner Assistant or Team Assistant.
- 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 English communication skills, both written and verbal, since you will communicate internally and externally with clients on behalf of the company.
- Good IT knowledge and a readiness to assist colleagues with IT-related problems.
- 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 Dubai.

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 Dubai office is a sociable and dynamic workplace with an international team. Although you would be based in Dubai, you would interact with clients and 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

The recruitment process will consist of interviews, tests and reference checks.

We look forward to your application!