

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 **Munich** we are hiring a full-time

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

About the Role

Working in a fast-paced environment, based in Kekst CNC's Munich office, this multifaceted role involves Office Management in a dynamic workplace that is experiencing high growth; and an Allrounder to support two partners as well as the team in Munich. 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, you need to be a strong team player.

Main responsibilities

Partner Assistant

- Full diary management support for two 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
- Travel management
- 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 two Partners
- Selective marketing support including mail merges
- Admin support for client teams and Directors, including providing administrative assistance, such as processing expenses, submitting timesheets
- Build and maintain relationships with senior internal and external stakeholders
- Assisting with external and internal event coordination

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 Kekst CNC IT team in Munich, ordering all IT equipment and ensuring it is installed properly, and reporting system failures
- 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

Requirements

- Minimum 2 years of experience in Office Management and Team Assistance
- A hands-on person with a strong mindset, assertiveness and the ability to multitask in a fast-paced environment and willing to work with a rapidly changing set of priorities
- 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 in German and English, 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
- Strong attention to detail, can-do attitude and approachable manner
- Be able to demonstrate the right to work in the EU

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. Kekst CNC is a sociable and dynamic workplace and continues to grow at a rapid pace. Although you would be based in Munich, you would be in regular contact with colleagues all over the globe.

Please send your full application to the following e-mail address:
career-emea@kekstcnc.com