

About Kekst CNC

Kekst CNC is a leading global strategic communication consultancy. Our global team of 250 professionals serve clients from our 13 offices in New York, London, Munich, Berlin, Frankfurt, Brussels, Paris, Tokyo, Seoul, Hong Kong, Dubai, Abu Dhabi and Stockholm. 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 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 our office in **London** we are hiring a paid, full-time/part-time for a period of 6 months

HR Intern (m/f/d)

About the Role

We are looking for a driven and self-motivated Intern to join the HR team as soon as possible and contribute to a growing and ambitious organisation. We are open to both full-time and part-time applications. This role will support the Global Learning and Development Team as well as the Senior HR Business Partner and HR Generalist who manage our London, Paris and Dubai offices. The HR Internship is new and, although it is focused on administrative support, it also offers valuable insight into the full range of areas covered by an HR department, such as recruitment, employer branding, performance management, learning & development, compensation & benefits, HR Information Systems. If you are interested in pursuing a career as an HR Generalist in an international work environment, this internship will be a great stepping-stone towards your goal.

You will work closely with the HR team based in London and become a valued team member of the global HR Team. This offers you the opportunity to gain insight on global HR projects, programmes and policies. In a full-time internship, 50% of your time will be supporting the global L&D team and 50% local HR support for London, Dubai and Paris, whereas in a part-time internship you will focus on either of those. Flexibility and strong time management skills are required as you will be undertaking a varied range of tasks. You will be trusted with responsibilities and insights which is why teamwork and confidentiality are crucial. This is a fast-paced work environment which requires both speed and accuracy, and your ability to multitask will be crucial.

Main Responsibilities:

Local & Global HR Support

- Managing administration for all new starters including preparing and collating documents for new joiners and verification of documents.
- Responsibility for inputting data into the HRIS platform and maintaining HR records, including organisational charts and employee files.
- Support with the co-ordination of recruitment, managing the career inbox, scheduling interviews and tests and posting job adverts.
- Organising employer branding activities with universities alongside HR Generalist.

- Researching and benchmarking in areas of benefits, recruitment, internships etc.
- Ad hoc administrative duties, project assistance and reporting as required.

Global L&D

- Invitation and participant Management.
- Ensuring the training calendar is kept up to date on the intranet.
- Monitoring the L&D inbox.
- Support with scheduling trainings.
- Editing, filing and sharing our training materials.

Requirements:

- University degree or relevant course studying HR, Business Administration or similar
- Previous professional experience in HR role(s)
- Passion for Human Resources and able to demonstrate curiosity and a commitment to learning and development
- Approachable and with a proven ability to interact with employees at all levels including managers, global HR team, external recruiters, shared service center etc.
- Organised and able to meet tight deadlines
- Ability to take responsibility and work independently with support from the London HR team
- Excellent spoken and written English
- Able to manage a busy workload and work to an impeccable standard with great attention to detail
- A proactive and can-do attitude
- Proficiency in Outlook, Word, PowerPoint and Excel
- The role is conditional on you having, or obtaining, 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 where you can be yourself. We value diversity highly and are certain that we work better because of our differences and that we best serve our clients and colleagues through bringing together diverse skills, experiences and backgrounds. The London office is a sociable and dynamic workplace and continues to grow at a rapid pace.

Please send your CV and cover letter specifying your preference for full-time or part-time to the following e-mail address: career-emea@kekstcnc.com

The recruitment process will consist of several steps, including video interviews, and tests. Please do not hesitate to let us know if any reasonable adjustments are needed during the recruitment process.

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.