

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. 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 (m/f/d)

About the Role

Working in a fast-paced environment, based in Kekst CNC's Munich office, this multifaceted role involves assistance in a dynamic workplace that is experiencing high growth; and an Allrounder to support one partner 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, balancing multiple competing demands. Working alongside the other assistants, you need to be a strong team player.

Main responsibilities:

- Full diary management support, winning the confidence and trust and staying one step ahead in managing busy and ever-changing schedules
- Monitoring and managing a busy inbox
- 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
- Managing expenses and timesheets
- Selective marketing support including mail merges
- Administration support for client teams
- Travel management
- Building and maintaining relationships with senior internal and external stakeholders
- Supporting the organisation of all internal events, including summer and year-end parties and any other ad-hoc functions as well external events
- Strong cooperation with the assistants in Germany and globally, as well as with the office manager in Munich

Requirements:

- Several years' experience working in a dynamic, agile environment, preferably as Partner assistant/CEO assistant/Executive assistant or similar role
- Hands-on, resilient, assertive, and with the ability to multitask in a fast-paced environment and willing to work with a rapidly changing set of priorities
- Excellent communication skills in German and English, both written and verbal, since you will communicate internally and externally on behalf of the company
- 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 - characterized 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

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.