

## About Kekst CNC

Kekst CNC is a leading global strategic communications firm that specializes in protecting and enhancing reputations. From 15 locations around the globe, our team of 250 professionals provides expert communications counsel, informed by judgment, insights and data-led analysis. We apply our communications expertise across high-stakes corporate, financial, and political matters, helping businesses communicate effectively through periods of disruption, transformation and growth. Kekst CNC is part of the Publicis Groupe. For more information, visit [www.kekstcnc.com](http://www.kekstcnc.com)

At Kekst CNC, we look at our people as what they are in a professional service firm: the most important asset we have. Accordingly, HR plays a very important role and is a business rather than an administrative function.

To support our global HR team we are hiring a full-time

## HR Business Partner (m/f/d) (Munich/Frankfurt/Berlin)

### About the role

As HR Business partner, your mission is to ensure that state-of-the art HR standards are designed and implemented. You will coach and support managers and be responsible for reliable HR processes and data. You will have a broad role where no day looks like the other, working in an operational and strategic capacity. You will be an active, valued member of the HR global team, ensuring a consistent talent approach across all Kekst CNC markets. You will report to the Kekst CNC HR Director.

### What you will do

- Participation in Kekst CNC project teams advising clients in Germany and internationally, with a particular focus on the tech and start-up sector
- Performance management: ensure that the bi-annual performance reviews are implemented smoothly and help to develop these further over time
- Support managers and employees in employee-related matters and overall HR policies, procedures, and processes, for example advising on basic labour law issues
- Take responsibility in global HR tasks and projects to further evolve and professionalize our people centric approach
- HR metrics: ensure all data input is of a high, reliable quality (for example payroll data, pension and insurances, local benefits) and to build a set of KPIs for management teams
- Talent Acquisition: Steer and quality-assure recruitment process, initiatives, pipeline management using digital platforms
- On & off-boarding: Drive, support and participate in active onboarding for senior employees
- Employer branding-support: Initiate and participate in collaborations and student events to raise awareness of Kekst CNC in Germany and generate pipeline of talent
- Be close to all staff in the German offices and have an open ear for their ideas and concerns
- People focus: Continuously inform, communicate, explain how and why HR works as it does

## The ideal candidate

### Experience

Several years in a broad HR role. Familiar with most of the key HR processes and a specialist in some. Passionate about working in a multinational environment. Experience in a customer-facing environment with excellent inter-personal skills.

### Skills

- HR business partnering and operations (for example remuneration, talent acquisition, performance management, succession planning, development reviews)
- Talent management and recruiting
- Handling and coaching both managers and other staff members
- Solid labour law knowledge (Germany)
- Ability to summarise and consolidate concepts and ideas using Microsoft and other tools
- Some knowledge of new ways of working, digital tools, data mining would be an advantage
- Excellent German and English written and spoken language skills

### Personality

Can-do mind-set. Ambitious. Curious to learn, challenges the status quo. Pays attention to details without losing the big picture. Solution-oriented. Resilient. Humble but able to represent own opinion.

### What we can offer you

Kekst CNC offers an inspiring working atmosphere, characterised by the highest level of professionalism, fun at work and an open corporate culture. Our offices in Germany are on an exciting growth journey and as the business grows, you can grow with it. You will interact with colleagues all over the globe, whilst based in one of our German office locations (combined with working from home if desired).

In addition to exciting development opportunities, we offer competitive working conditions and benefits, a bonus scheme, as well as a varied learning and development programmes.

**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)**

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 parental status, or any other characteristic protected under EU, state or local law, where applicable.