

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

To support our Team in **Berlin** 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 Berlin office, this multifaceted role involves Office Management in a dynamic workplace that is experiencing high growth; and an allrounder, who supports to a group of two partners. 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, 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 of 5 years Office Manager experience. Team Assistant experience is preferable, but not a requirement
- 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

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 Berlin, 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

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.