About Kekst CNC
Kekst CNC is a 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 London office, we are hiring a full-time **Team Assistant (m/f/d)**

About the Role
Working in a fast-paced environment, based in Kekst CNC's London office, this is an exciting new opportunity for a Team Assistant to support a rapidly expanding team in a leading global consultancy firm. This multifaceted role will be supporting the Office Manager and team of three Assistants with general day to day office tasks, as well as providing adhoc support to Directors when required. We are looking for someone who enjoys being the go-to person, who is proactive, solutions-focused and able to manage an ever changing to-do list. Working within the Assistants team in London, you will need to be a strong team player and outstanding organiser who can coordinate between the needs of the office as they happen. This is a unique chance to join a dynamic team of individuals who will highly value your contribution. This is a new role so there is scope to make this role your own and you'll be a key member of the team from day one.

Main responsibilities include but are not limited to;

- Maintaining a tidy, clean and efficient office, helping to ensure it runs smoothly and effectively at all times
- Meeting and greeting visitors to our office, both external and colleagues from other offices
- Assisting the Office Manager with day to day office tasks such as ensuring meeting rooms are well stocked and presentable, ensuring office equipment and stationary supplies are maintained at all times, working closely with the IT teams across the company and being on hand to help with any immediate IT issues, including trouble shooting internally
- Supporting the social team in the organisation of internal events, including summer and year-end parties and any other ad-hoc functions
- Assisting the team of Directors with scheduling of multi-participant meetings (no proactive diary management required), timesheets & expenses
- Assisting with international travel, visas and taxi bookings
- Working with new and existing suppliers and helping to set up new supplier contracts
- Providing general administrative assistance such as booking couriers, distributing post, ordering catering etc.

Requirements:

- Previous professional experience in a corporate e.g. receptionist, team assistant
- A self-starter and practical problem-solver who truly enjoys being the go-to person in a busy fast-paced office
- A truly delivery-focused role, you will be driven and dedicated and willing to go the extra mile to ensure the office is running smoothly for everyone
- Strong attention to detail, a can-do attitude and approachable manner
- Excellent English communication skills, both written and verbal, since you will communicate internally and
  externally on behalf of the company
- Competency using PowerPoint, Word and Outlook
- Enjoys working as part of a hardworking team taking care of all logistical needs
- Confidence with IT systems, and a readiness to assist colleagues with IT-related problems
- Ability to multitask in a fast-paced environment and willing to work with a rapidly changing set of priorities
- The role is conditional on you having, or obtaining, the right to work in the UK
- This role will require being in the London office at least 3 days per week, with the option to work from home (in the UK) 1-2 days a week

What we offer
Kekst CNC offers an inspiring working environment, characterised by a high level of professionalism and an open corporate culture. This an opportunity to be part of a global network and work in a dynamic team. In addition to development opportunities, we offer a competitive salary, bonus scheme, private health insurance, employee assistance program, flexible public holiday policy so you can celebrate the days which are special to you without having to comprise your own holiday allowance, volunteering hours, wellbeing programme and much more!

Please send your resume and cover letter, or any questions related to the role, to the following e-mail address: career-emea@kekstcnc.com

The recruitment process will consist of several steps such as interviews and relevant tests. 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.