

About Kekst CNC

Kekst CNC is a global strategic communications firm that specializes in protecting and enhancing reputations. From 12 locations around the globe, our team of 300 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, please visit: kekstcnc.com

To support our global team out of London, we are looking to hire a freelance

Resource Manager (m/f/d)**The role**

It is a six-month freelance contract in London commencing immediately and with the potential for the role to become permanent.

The Resource Manager will book and manage resource requirements for our creative outputs. Our busy in-house creative team is small but strong, and works with colleagues across all of our global offices. It currently consists of a designer, creative artworker and presentation designer, and is supported by a pool of freelance talent.

The Resource Manager will triage print and digital requests from colleagues, assessing the skills needed for projects, and assign work to internal and freelance creatives based on their suitability and capacity.

Although you would be based in London, you will be a global team player as you will interact with colleagues all over the world. You will collaborate closely with the marketing team on the firm's own creative output, as well as with client-facing colleagues on client projects.

To succeed in this role, you need to be a great communicator, a natural organiser, accustomed to juggling multiple parallel projects, and comfortable working to tight deadlines.

Main responsibilities:

- Schedule resource for creative projects. These range from presentation decks and social media assets through to infographics and brochures
- Book freelancers (from our existing pool and approved recruiters) when internal creative capacity is full
- Ensure that creatives are briefed on time by the project lead
- Ensure scheduled projects are delivered by creatives to agreed deadlines
- Keep project stakeholders informed of any resource updates or changes
- Escalate resource issues to the senior team
- Maintain the creative team resource planner
- Approve freelance timesheets

Requirements:

- 2-4 years' experience of trafficking or resourcing creative projects
- Excellent organisation skills
- Good written and verbal communicator
- Ability to work independently and remain calm under pressure
- Comfortable multi-tasking
- Strong understanding of Office Suite
- The contract is conditional on you having, or obtaining, the right to work in the UK

Please send your CV, application, or any questions related to the role, to the following e-mail address: career-emea@kekstcnc.com.

The recruitment process will consist of two interviews. 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.