

About Kekst CNC

Kekst CNC is a global strategic communications firm that specializes in protecting and enhancing reputations. From 12 offices 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, visit www.kekstcnc.com

[Working Student Office Management \(f/m/d\)](#)

About the role:

If you are looking for the chance to gain experience in Office Management, while contributing to an ambitious organisation, this opportunity is for you. We are looking for a proactive, curious, and motivated working student to join the Office Management team in our Berlin office. As a working student you will have an opportunity to experience the general day-to-day business as well as to work on very specific projects. Join our team and get an insight into the exciting field of Office Management.

Main responsibilities:

- Being the supportive contact for all office issues, suppliers, and staff, ensuring that it runs smoothly and effectively in the Berlin office
- Preparation of meetings, including the meeting room and welcoming of the guests
- Supporting all internal events of the organisation, including summer and year-end parties as well as external events
- Preparative travel expense
- You make the necessary orders for office material and independently identify the need for reorders
- Reporting to the local Office Manager, support of onboarding new starters, including introductions, induction plans & IT set-up
- Keeping the office clean and tidy including the kitchen
- Supporting in any other ad-hoc functions

Requirements:

- Your studies will continue for at least 12 months, and you are curious to deepen your professional experience in an internationally operating consultancy
- Excellent communication skills in German and English, both written and verbal, since you will communicate internally and externally on behalf of the company
- Very good knowledge of MS Office
- A true team player with a strong practical mindset, assertiveness and the ability to multitask in a fast-paced environment and a willingness to work with a rapidly changing set of priorities
- A hands-on attitude with good organisational skills
- Ability to demonstrate the right to work in the EU



What we offer:

Kekst CNC offers a dynamic working environment, characterised by the highest level of professionalism, challenging work, a lot of fun and an open corporate culture. This working student position provides a unique opportunity to gain valuable experience in a leading global strategic communications firm.

We are looking forward to receiving your cover letter and resume.

The recruitment process will consist of several steps, including video interviews, and a case assessment. 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.