

# A CAREER WITH **BAIN & COMPANY.**

BAIN & COMPANY 

**Job Title:** Recruiting Associate/ Intern

## **The Company**

**Bain & Company** is recognised as one of the top three international management consultancy firms. We assist major corporations worldwide with strategy, acquisitions, organisational design and performance improvement.

## **Role objective:**

To assist in coordinating the recruitment of Associate Consultants and Consultants from top universities and companies around the world, to join Bain's Africa teams.

## **Role summary:**

- Assisting in:
  - Developing the annual campus strategy
  - End to end coordination of candidates from application stage to interviews and to hiring of candidates
  - Communicating with candidates via phone, email and in person
  - Developing and maintaining relationships with university career services, key stakeholders and candidates
  - End to end coordination of events, assessment centres and workshops
  - Managing the offeree process
  - Providing ad-hoc project and admin support to the team
  - Conducting interview scheduling

## **Personal Attributes:**

- Time management

- Excellent interpersonal communication
- Excellent admin skills
- Ability to prioritize
- Ability to multitask and work with large volumes while maintaining a high degree of accuracy
- Exceptional organisational skills, with meticulous attention to detail
- Good analytical skills

**Qualifications and experience:**

- University degree (Honours preferred but not essential)
- High level of written and spoken English
- Computer literate – Microsoft Word, PowerPoint and Excel
- Strong organizational and communication skills
- Previous experience in recruitment / talent advantageous

**To apply:**

- Email CV and Cover Letter to [recruiting.johannesburg@bain.com](mailto:recruiting.johannesburg@bain.com)
- **Subject line:** Recruiting Associate