

A CAREER WITH **BAIN & COMPANY.**

BAIN & COMPANY 

Job Title: Senior Coordinator, Recruiting/ Talent

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 coordinate the recruitment of local and global candidates to join Bain & Company. Efficiently manage the end to end coordination and execution of marketing and events in Africa and globally for Bain Africa.

Role summary:

- Develop a comprehensive strategy for campus recruits locally and globally
- Promote Bain through specific channels and projects
- Identify creative and effective ways of recruiting the best talent
- Manage busy events calendars
- Coordinate all employer branding
- Identify new partnerships and networking opportunities
- Timely planning and seamless execution of events

Personal Attributes:

- Exceptional organizational skills and attention to detail
- Outstanding team player
- Results driven
- Friendly, professional, presentable and discrete
- Proactive, confident, motivated and enthusiastic – genuinely interested in talent acquisition
- Willing to travel locally and abroad
- Prepared to take on increasing levels of responsibility and show initiative

- Flexible in terms of working hours
- Resilient, with a good sense of humour

Role summary:

- University degree
- High level of written and spoken English
- Computer literate – Microsoft Word, PowerPoint and Excel
- Strong organizational and communication skills
- +2 years previous experience in recruitment / talent preferred
- Previous experience working in a demanding environment, preferably professional services or with a blue chip company desirable

To apply:

- Email CV and Cover Letter to recruiting.johannesburg@bain.com
- **Subject line:** Recruiting Coordinator