

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

BAIN & COMPANY 

**Job Title:** Coordinator, PD and Onboarding (Talent Coordinator)

## **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**

Work closely with the PD team to ensure the effective coordination of all aspects of Professional Development and Onboarding processes for Bain Africa

## **Key Responsibilities & Activities**

- End-to end management of bi-annual Professional development review process, including promotion due diligence
- Full ownership of the bi-annual consulting staff upward feedback process
- Management of the mentor and buddy programme for Consulting staff
- Run onboarding for all newcomers
- Provide support to talent team as needed or work on projects and operational tasks

## **Personal Attributes**

- Friendly, approachable, helpful and professional
- Ability to deal with highly confidential information
- Proactive, confident and motivated
- Excellent communication skills
- Team player, but able to work on own initiative
- Presentable, discrete and diplomatic
- Sound sense of judgment excellent attention to detail

- Working knowledge and expert on HR and PD systems including microsoft office suite
- Proficient organisation, prioritisation and time management skills
- Enthusiastic, dedicated, and committed to meeting deadlines

**To apply:**

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