

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
- **Subject line:** Recruiting Associate