

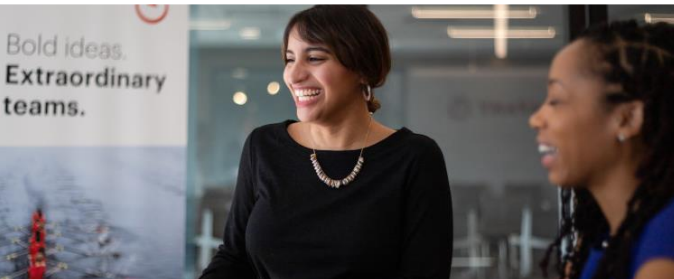
# Available Positions for Ukrainian students

Overview

BAIN & COMPANY 



# Bain is one of the world's top management consulting firms



## By the numbers



- We were founded in **1973** with a longstanding commitment to deliver results, not reports



- Today, we work as one global team with **13,000 employees** across **63 offices** in **38 countries**



- We've worked with over 6,675 companies, including **63% of the Global 500**



- Our clients like working with us: **87%** of our business comes from companies with whom we've worked before



- On average, our clients **substantially outperform the MSCI World Index**

# We can offer positions across the following consulting and business functions in our German and Swiss offices



## Consulting

### Position

Working student

### Language requirements

Fluent English, German is a plus



## Recruiting

### Position

Working student/intern

### Language requirements

English & some German (B2)

### Additional requirements

First experience with HR/recruiting or dealing with data banks



## Tech Support Group

### Position

Working student

(Mobile communications)

### Language requirements

Fluent English & German



## Research & Data

### Position

Working student

### Language requirements

English, German (C1) is preferred but is not a must

### Additional requirements

Background in business/economics



## Office services

### Position

Working student

### Language requirements

Fluent German



## Marketing

### Position

Working student

### Language requirements

English, German is a plus



## Payroll

### Position

Working student

### Language requirements

Fluent German



## Executive Assistant

### Position

Working student

### Language requirements

English, German (C1) is preferred but is not a must

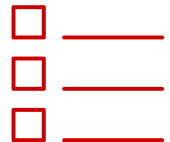
To apply for one of the listed positions send your CV and cover letter to:



[applications.germany@bain.com](mailto:applications.germany@bain.com)

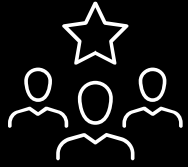


[applications.zurich@bain.com](mailto:applications.zurich@bain.com)



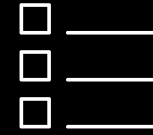
You can also check the current **list of all available positions at Bain Germany and Switzerland** on our website: [joinbain.de](http://joinbain.de) and [joinbain.ch](http://joinbain.ch)

# Consulting working student



## Role

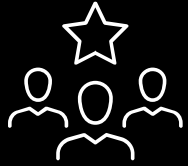
- Data acquisition and data analysis using Excel
- Conducting internet research and processing the results
- Preparation, implementation and follow-up of telephone interviews in German and English for market research at home and abroad
- Performing database queries
- Editing and creation of PowerPoint presentations



## Requirements

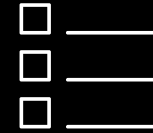
- Student from the 3<sup>rd</sup> semester (preferably in the field of economics or business)
- Previous experience as a working student and/ or intern
- Very good analytical skills and understanding of economic relationships
- Careful and independent way of working
- Excellent knowledge of Microsoft Excel and PowerPoint
- Ready to work at least 10 hours/ week
- Contract term of at least 1 year is preferable

# Recruiting



## Role

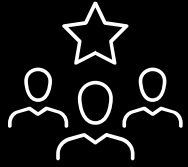
- First "Point of Contact" for applicants
- Pre-selection of applications, written and oral communication
- Applicant Management (maintenance of our global recruiting database)
- Support in the planning, implementation and follow-up of interview days and recruiting events at universities
- Support of internal marketing projects and employer branding activities
- Independent implementation of projects (research, analysis, taking over individual task packages)



## Requirements

- Detail-oriented skills in a dynamic and international environment
- Organizational talent with excellent communication skills
- Initiative, creativity and a friendly, positive personality
- Very good knowledge of the MS-Office and understanding of sets of data
- Operational readiness of at least 16 to 20 hours/week

# Technology Service Group



## Role

Management of all mobile phone contracts (inventory management and all changes)

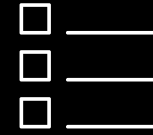
Coordination and contact with the employees of the mobile phone providers

Central contact for internal employees on all mobile phone issues

Evaluation and reporting of contract costs and volumes

Hardware handling of iPhone/BB and data cards (output, exchange, return and testing of devices)

Instruction of users in handling and operating iPhone/BB and data cards



## Requirements

Studies (business administration, business informatics, etc.)

Strong service and customer orientation

Good communicative and didactic skills

Independent way of working to identify and solve problems

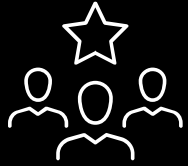
Fun team player

Resilience and flexibility in carrying out project work with deadlines

Good IT skills, especially MS Office

Good analytical skills

# Research and Data Services



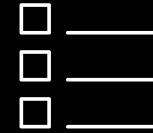
## Role

Project-related ad hoc Internet and database research (e.g. on market sizes, market shares, products of competitors, etc.)

Regular press research & newsletter creation on different industries/companies/topics under your own responsibility

Excel-based data collection and analysis

Creation of company profiles (financial figures, product portfolio, global footprint etc.)



## Requirements

Student from the 3<sup>rd</sup> semester with good to very good academic performance

Experience as a working student and/or trainee

Very good analytical skills and understanding of economic contexts

Careful, structured and independent working methods

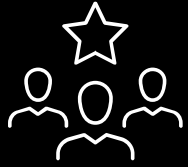
Rapid understanding

Excellent knowledge of Microsoft Office

Contract duration of min. 1 year desirable; operational readiness approx. 20 hours/week



# Office Services



## Role

Accepting and forwarding of telephone calls in German and English

Reception work, conference management

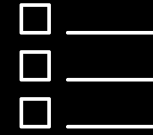
Processing of incoming and outgoing mails

Monitoring of the security system with computer-controlled access authorizations as well as data entry and management of code cards

Copying/binding

Help with internal moves

Support with food distribution in the in-house cafeteria



## Requirements

Service-oriented personality with impeccable manners who can't be disturbed

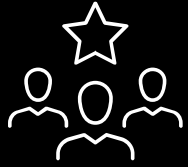
Own initiative, work conscientiously and is reliable

Experienced with computer work and familiar with MS-Office

Ideally, already some experience in these areas of work

Fun team player

# Marketing



## Role

Support with website maintenance (CMS, Google Analytics)

Help with social media work (texts, visualizations, posts)

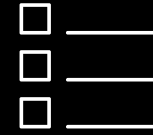
Writing and editing of texts, translations

Creating presentations, evaluations and analyses

Help with internal communication

Research work

Completion of administrative activities



## Requirements

Online/social media and experience with Google Analytics and SEO benefits

Detailed oriented work in a dynamic and international environment

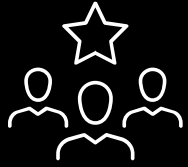
Operational readiness on an hourly basis approx. 20 hours/week

Mastery of common MS Office programs

Graphic skills of benefit (Canva, Photoshop, Video)

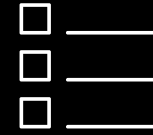
Strong organizational talent; Flexibility and excellent communication skills; Structured, forward thinking; Hands-on mentality; Creativity, humor and friendly personality

# Payroll



## Role

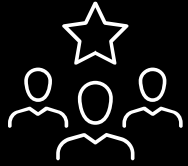
- Supporting the team with holiday management
- Comparison of timesheet data and holiday bookings
- Creation of reports with holiday provisions



## Requirements

- Student as of the 1<sup>st</sup> semester (e.g., economics)
- Good knowledge of Excel
- Structured work
- Some IT experience (at least as far as working with all necessary tools)
- Contract duration of minimum 1 year desirable

# Executive Assistant



## Role

Coordination of appointments internally as well as externally at the highest management level

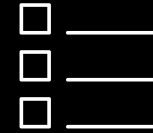
Active and forward-looking calendar maintenance of the partners: preparation, booking and billing of trips incl. time and expense management

Independent processing of incoming and outgoing correspondence

Organization and coordination of in-house meetings and events as well as external conferences

Correction of presentation documents

Maintenance of databases and supporting research



## Requirements

Enrollment at a university

Very good computer and MS Office skills (especially Outlook, Word, PowerPoint, Excel)

Ready for working hours from 9:00 a. m. to 6:00 p. m.

Full-time availability during the semester holidays

Independent and structured way of working; Responsibility and above-average quality standards

Flexibility, readiness and resilience; Impeccable ways of dealing with customers at the management level; Strong communication and safe appearance

Convinced team player