Available Positions for Ukrainian students

Overview
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:

<table>
<thead>
<tr>
<th>Function</th>
<th>Position</th>
<th>Language requirements</th>
<th>Additional requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consulting</td>
<td>Working student</td>
<td>Fluent English, German is a plus</td>
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</tr>
<tr>
<td>Recruiting</td>
<td>Working student/intern</td>
<td>English &amp; some German (B2)</td>
<td>First experience with HR/recruiting or dealing with data banks</td>
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<tr>
<td>Tech Support Group</td>
<td>Working student</td>
<td>Fluent English &amp; German</td>
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<tr>
<td>Research &amp; Data</td>
<td>Working student</td>
<td>English, German (C1) preferred but is not a must</td>
<td>Background in business/economics</td>
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<tr>
<td>Office services</td>
<td>Working student</td>
<td>Fluent German</td>
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<tr>
<td>Marketing</td>
<td>Working student</td>
<td>English, German is a plus</td>
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</tr>
<tr>
<td>Payroll</td>
<td>Working student</td>
<td>Fluent German</td>
<td></td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Working student</td>
<td>English, German (C1) preferred but is not a must</td>
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</tbody>
</table>
To apply for one of the listed positions send your CV and cover letter to:

🌐 applications.germany@bain.com

🌐 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 and joinbain.ch
## Consulting working student

<table>
<thead>
<tr>
<th>Role</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>Data acquisition and data analysis using Excel</td>
<td>Student from the 3rd semester (preferably in the field of economics or business)</td>
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<tr>
<td>Conducting internet research and processing the results</td>
<td>Previous experience as a working student and/or intern</td>
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<tr>
<td>Preparation, implementation and follow-up of telephone interviews</td>
<td>Very good analytical skills and understanding of economic relationships</td>
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<tr>
<td>in German and English for market research at home and abroad</td>
<td>Careful and independent way of working</td>
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<tr>
<td>Performing database queries</td>
<td>Excellent knowledge of Microsoft Excel and PowerPoint</td>
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<td>Editing and creation of PowerPoint presentations</td>
<td>Ready to work at least 10 hours/week</td>
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<td></td>
<td>Contract term of at least 1 year is preferable</td>
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<tr>
<td>Role</td>
<td>Requirements</td>
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<tr>
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<td>---------------------------------------------------------------------------------------------</td>
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<tr>
<td>First &quot;Point of Contact&quot; for applicants</td>
<td>Detail-oriented skills in a dynamic and international environment</td>
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<td>Pre-selection of applications, written and oral communication</td>
<td>Organizational talent with excellent communication skills</td>
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<tr>
<td>Applicant Management (maintenance of our global recruiting database)</td>
<td>Initiative, creativity and a friendly, positive personality</td>
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<tr>
<td>Support in the planning, implementation and follow-up of interview</td>
<td>Very good knowledge of the MS-Office and understanding of sets of data</td>
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<tr>
<td>days and recruiting events at universities</td>
<td>Operational readiness of at least 16 to 20 hours/week</td>
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<tr>
<td>Support of internal marketing projects and employer branding activities</td>
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<tr>
<td>Independent implementation of projects (research, analysis,</td>
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<td>taking over individual task packages)</td>
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</table>
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 3rd 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
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

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 1st 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