Bain & Company

Title: Recruiting Assistant

Location: 1114 Avenue of the Americas, 43rd Floor, NY, NY 10036

Job Type: Full-Time (Entry Level)

Compensation Type: Hourly

Start Date: 8/1/2016

Job Description:

As a member of the Recruiting team, the Recruiting Assistant is responsible for assisting the Recruiting Coordinator in the strategic design, development, and management of the recruiting effort.

Primary Responsibilities:

- Coordinate logistics for recruiting events such as advertisements, presentations, dinners, interviews etc.
- Communicate with other offices regarding logistics for marketing and interviewing events
- Handle communication and correspondence with recruits on a regular basis
- Assist with all logistics for the resume review process. This includes ensuring that all reviewers have complete set of resumes, compiling the list of applicants to be reviewed and record-keeping in the resume review session
- Set up interview day logistics, including creating interview packages for recruiters and recruits
- Utilize our recruit tracking system for event staffing, data entry, event management, and reporting
- Maintain incoming resumes and enter resumes into the recruiting system
- Assist with recruit expense reimbursements
- Assist with other administrative duties related to recruiting as required

Qualifications:

- BA/BS required
- Strong interpersonal, communication, project management, and analytical skills
- Flexible work-style to manage multiple priorities, meet tight deadlines and manage last-minute changes
- Passion for working with and learning from individuals from various backgrounds
- Ability to work independently as well as a team player
- Strong attention to detail
• Strong knowledge of Excel and Word required. Knowledge of PowerPoint a plus
• Ability to handle confidential information in a professional manner

**Application Instructions:**

Please complete your online application through the following link: https://csscareers-bain.icims.com/jobs/2042/recruiting-assistant/job?mobile=false&width=652&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240