



THE BOSTON CONSULTING GROUP

THE ORIGINAL The Boston Consulting Group (BCG) is a global management consulting firm and the world's leading advisor on business strategy. We partner with clients in all sectors and regions to identify their highest-value opportunities, address their most critical challenges, and transform their businesses. Our customized approach combines deep insight into the dynamics of companies and markets with close collaboration at all levels of the client organization. This ensures that our clients achieve sustainable competitive advantage, build more capable organizations, and secure lasting results. Founded in 1963, BCG is a private company with 69 offices in 40 countries.

For our office located in the old town of Zurich we are looking for a

RECRUITING DIRECTOR (100%)

MAIN TASKS

- ◇ Overall responsibility for recruiting department and recruiting team
- ◇ Support advancement and implementation of recruiting strategy
- ◇ Overall responsibility for design of recruiting events and BCG presence on university campuses in Switzerland
- ◇ Continuous optimization of recruiting processes and quality control
- ◇ Selection of candidate dossiers, independently as well as in co-operation with channel leaders
- ◇ Independent coordination of daily recruiting tasks with the team
- ◇ Monitoring and active management of target achievement
- ◇ Foster team work within group, and throughout the office
- ◇ Conduct analyses and produce reports as required
- ◇ Prepare and maintain monthly, quarterly and year-end recruiting reports and statistics
- ◇ Manage department budget
- ◇ Assist in special projects as required

QUALIFICATIONS

- ◇ University degree or "Fachhochschulabschluss"
- ◇ A minimum of 5 years work experience in the field of recruiting, marketing, or HR, preferably in an international environment
- ◇ Proven track record of leadership experience
- ◇ Knowledge of Swiss university landscape
- ◇ Fluency in German and English
- ◇ Good understanding of French
- ◇ Advanced skills in MS Office

KEY COMPETENCIES

- ◇ Resourcefulness and strong problem-solving capability
- ◇ Strong leadership and communication skills
- ◇ High level of integrity
- ◇ Maintains confidentiality of sensitive information at all times
- ◇ Excellent organizational skills, able to work independently and to structure and prioritize work
- ◇ Able to build strong relationships with all levels of staff
- ◇ Integrative personality and ability to handle difficult situations with poise, understanding and tact
- ◇ High degree of flexibility in a fast-paced environment
- ◇ Strong team spirit, positive attitude and personal dedication
- ◇ Strong service orientation and sensitivity in responding to customer needs

If you are interested in applying for this full-time position, please send your complete CV and motivation letter to Stefan Obrenovic at: zrh.adminrecruiting@bcg.com.
Feel free to contact Stefan Obrenovic should you have any questions: Tel. +41 44 388 8864
www.bcg.ch