

AMBITIOUS? BRIGHT? RIGHT.

GAM is one of the world's leading independent, pure-play asset managers. We provide differentiated active investment solutions and products for institutions, financial intermediaries and private investors. Our core investment business is complemented by private labelling services, which include fund administration and other support services to third-party institutions. Together we share a common set of values rooted in teamwork, integrity, entrepreneurial flair and professional excellence.

Our employees are our most valuable asset. Being able to offer an attractive work environment where talented minds from various backgrounds are keen to work is key to the long-term success of our company. We firmly believe in the importance of maintaining the open culture of a small company, aiming to avoid bureaucracy and encouraging a flexible, accessible and hands-on working style across the Group. In turn, our people reward us with their loyalty.

Trainee – HR

Function:

HR

Department:

HR

Trainee Programme Overview

The Investment2020 Trainee Programme at GAM is aimed at both school/college leavers as well as graduates. The purpose is to enable individuals with limited or no exposure to financial services to start their careers in the investment management industry and gain the skills and experience required to progress their careers within the industry.

This Investment2020 Trainee Scheme at GAM will be for a fixed term of 12 months and the salary will be £20,000 per annum. Trainees will also receive a bonus of £2,000 on starting with GAM to assist with expenses, travel etc. Trainees will also be eligible for a number of Company benefits, some of which are listed below, in addition to having the opportunity to get involved with the Sports and Social Club activities.

All Trainees will be part of the wider Investment2020 community with the opportunity to build relationships with Trainees outside of GAM through both social and professional events. Trainees will receive extensive 'on the job' training by being assigned to a specific department for the duration of the 12 month contract. Individuals will be assigned a mentor for the duration of the Programme and will gain exposure to the different teams within the department and have the opportunity to get involved with a variety of tasks and projects.

As well as Investment2020 centrally organised learning and development opportunities and additional training organised by our in-house Learning & Development Department, Trainees will be given the opportunity to start an industry recognised professional qualification. Individuals will be provided with training and experience to deliver a presentation and gain exposure to public speaking as part of the Trainee Scheme.

Department Overview

The London HR department provide support and guidance to GAM's London offices (approx. 400 employees) on HR generalist issues, Learning & Development and Compensation & Benefits.

The department is responsible for supporting the Company to help shape the culture of the business, ensure the right people are in the right jobs and work with department heads and managers to ensure employees are productive and engaged. The department supports the full life cycle of an employee, from recruitment, compensation & benefits, retaining and developing talent, employee relations and maintaining employee well-being. You will be assigned an HR team member as a mentor to support and develop the individual during the 12 month trainee programme;

Main Duties & Responsibilities

- Opportunity to learn about recruitment, on-boarding, employee relation issues, staff appraisal process, compensation & benefits and training;
- Support the HR Administrators in running and improving the Trainee programme for 2020 and further intakes;
- Assist in preparation of job descriptions, liaising with recruitment consultants, externally candidates and opportunity to sit in on interviews;
- Assist in the on-boarding of employees: issuing offer letters and ensure background checks are complete;
- Support the HR Manager in note taking during meetings,
- Fielding staff queries providing advice on various HR policies;
- Respond to speculative CV applications and reference requests;
- Production of correspondence e.g. changes to job titles, transfers, reporting line, flexible working letters;
- Work closely with the HR Administrators to provide administrative support for the HR team;

Qualification and Requirements

- Genuine interest in developing a career within HR;
- Knowledgeable of Microsoft Office 2010 including Outlook;
- Computer literate with the ability to adapt to different systems;

Personal Attributes

- Strong administration and organisational skills;
- Strong written and verbal communication skills;
- Ability to act in a confidential and sensitive manner;
- Ability to work to time critical deadlines with accuracy and attention to detail;
- Self-starter with a 'can do' attitude;
- A strong desire to learn;
- Interest in working with people;

Benefits

GAM offers a comprehensive range of benefits and performance-based compensation, along with a variety of lifestyle and family benefits to promote well-being in and out of the workplace. These benefits vary according to local market conditions. Please contact the local Human Resources team for further details.

Location:	Employing Company:
London	GAM (U.K.) Limited
Reporting to:	Contract:
HR Administrator Lien Barnett	Fixed Term Contract 12 months
Regulated Controlled Function:	
No	

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