

## Human Resources Trainee

**Contract Type:** Fixed Term Contract

**Salary:** £25,000

**Closing Date:** 25/07/2021

**Department:** HR

**Location:** London

**Apply here:** <https://application.jupiteram.com/members/modules/job/detail.php?record=454>

### Package Description

This is an exciting opportunity to join Jupiter's HR team as part of the Investment20/20 programme. Investment20/20 is an industry wide initiative designed to create more entry level opportunities into the industry and to provide you with the skills and experiences to help you start your career.

During the Investment20/20 programme you will receive:

- A one-year contract with the potential to convert into a permanent role
- A dedicated line manager focused on supporting your development
- A buddy from a previous intake
- On-the-job training
- Structured soft skills and technical training
- Invitations to Investment20/20 industry and social events
- Invitations to Jupiter's Sports, Social and Arts events
- A salary of £25,000, plus benefits (incl. non-contributory pension, medical insurance and study leave for company approved qualifications)

You will have the opportunity, through the Investment20/20 Ambassador Programme, to return to your school, college or university to raise awareness of Jupiter and the Programme.

In addition, we provide our employees with a comprehensive employee benefits package that includes physical health and financial wellbeing initiatives and family friendly policies, as well as Company support to make a difference to the charities that are important to you.

We also offer a structured learning and development programme and sponsorship towards relevant qualifications. Our employee resource groups (including Ethnicity, Faith, Pride and Women in Technology), Art and Charity Committees also provide further support to our employees.

### Job Introduction

We are looking for an enthusiastic and driven HR Trainee to provide high quality administrative support across multiple disciplines of HR. The role will suit someone who is looking to gain valuable experience in a busy and dynamic HR environment.

### Role Responsibility

Role responsibilities include:

- Assisting with recruitment coordination and reviewing applications
- Completing the onboarding process for new starters
- Maintaining HR records and producing letters as required
- Ad hoc administrative duties

### **The Ideal Candidate**

Jupiter's Investment20/20 Programme is aimed at school/college leavers and graduates looking to start their careers.

We are looking for individuals with the following attributes:

- Attention to detail orientated
- Excellent administrative skills
- Ability to work as part of a team
- Strong problem-solving skills
- Strong numeracy skills
- Proficiency in Microsoft Office applications
- Strong interpersonal skills
- Effective communicators – both written and verbal
- Ability to organise and prioritise

We always look for the best candidate for each of our opportunities and have no requirements in terms of educational institute attended, subjects studied, previous experience, or grades achieved. We do, however, want people to demonstrate, in their application form, how they have excelled or expanded their knowledge in a particular area and developed the required attributes for these opportunities.

### **About the Company**

Jupiter is one of the UK's leading investment management companies with just over 500 employees and £58.8 billion worth of assets under management (as at 31st March 2021).

We believe that asset managers have a critical leadership role to play in helping to resolve some of the greatest challenges facing the world. In this spirit, we are proud of our long-established credentials in the fields of sustainable investment, and of our ongoing commitment to specialism and innovation in this area.

Jupiter provides investment services to individual and institutional investors through mutual funds (UK unit trusts, Luxembourg SICAVs and Dublin OEICs), separately managed accounts and sub-advised funds. Jupiter has experienced a period of international growth with offices open in Austria, Germany, Hong Kong, Italy, Luxembourg, Netherlands, Singapore, Sweden, Switzerland, Spain and the US.

The majority of our employees are based in our London office located just minutes from Victoria station which provides stair-free access from both the Underground's Victoria line and National Rail platforms, as well as limited road crossings to the Jupiter office. Our London office was designed to encourage employees to live active, healthy lives with floor-to-ceiling windows that allow for greater natural light and the benefit of a private balcony, table tennis room, cycle storage and on-site shower and locker facilities. The short distance to Green Park and St James' Park also provides employees with a natural space to relax during their lunch break and a healthy alternative to office-based meetings.

We support our employees working from home during the COVID-19 pandemic by offering a variety of tools to support their wellbeing. From access to detailed information on our Home Working and Wellbeing intranet site to regular topical webinars and training.