

JOB DESCRIPTION

Job Title:	Trainee HR Assistant	Department	HR
Report to:	Head of HR, UK	Is the role required by the regulator:	No
Country:	UK	Type of Contract	1 year FTC

A bit about Santander Asset Management

About us

Here at Santander Asset Management, we're a global asset manager operating in 11 countries, with strong local roots in Europe and Latin America. We invest over €180 billion on behalf of our customers across a wide range of investments, so there's plenty to get involved in. We're also part of one of the largest banking groups in the world with over 200,000 employees and 133 million customers.

We're also pleased to have received a few awards over the years that we're really proud of. In 2017, we were awarded 'Best Investment Management Company' in the UK by World Finance, and we've been awarded the Gold Standard Award for Institutional Fund Management on 9 occasions since 2009. Our central London office is just a short walk from Regent's Park, and has views across the London skyline.

Why join us?

If you're looking to join a company that has a strong brand recognition and global presence, then this 12 month placement could be for you. What's more, coaching and development is important to us at Santander Asset Management, so it'll be a great place to start your career and grow professionally. We're open and approachable, and you'll need to get up to speed. You'll be able to learn a broad range of skills and work with colleagues in a wide variety of departments who want to give you all the support across our company. The placement will offer you a brilliant opportunity to gain experience in asset management to help you secure a permanent role after finishing the programme, either at Santander Asset Management, or elsewhere.

What we are looking for

Our placement is designed for school leavers and graduates with a can-do attitude. We're looking for someone who is a keen learner, with a willingness to pitch in and be part of team. Key skills we're looking for are good communication skills, the ability to work on your own (we'll provide you with all the support you need of course), and attention to detail. We're also keen to support further training and development for you.

Our values

We're passionate about helping people and businesses prosper and we strive to be simple, personal and fair in everything we do (that's our motto), so it's a really great culture. Our culture is based on respect, where everyone is empowered to keep their promises and go above-and-beyond for our customers, colleagues and communities. If you're ready to start your career join us in helping people and businesses prosper, there isn't a better place to start!

An introduction to the role

We have a really exciting opportunity for an HR Assistant to join our UK HR Team. The team supports both the day to day and more strategic requirements of the business. You'll be based in our central London office which has great views across the London skyline, and you'll play an integral part in the smooth running of this small team.

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This busy and varied role will enable you to develop your HR administrative skills and gain experience in a truly generalist capacity by supporting the wider HR team. You will be responsible for the completion of HR administration and be the first point of contact for day-to-day HR queries and issues. You will receive on the job training from colleagues ensuring you have all the support you need to get up to speed.

You'll gain lots of experience and skills to take forward in your career; helping you grow and develop is important to us.

As a trainee at Santander Asset Management you will be part of the wider Investment20/20 trainee community across the industry. You will be invited to training and social events, organised by Investment20/20, to have a chance to network with 200 other trainees in the same position as you.

What you'll be doing

You will be responsible for the completion of HR administration, which includes:

HR Inbox:

- First point of contact for day-to-day queries and issues from across the business
- Ensure all enquiries are answered and followed up to completion

Recruitment:

- Help to arrange interviews
- Take notes in interviews where required
- Take part in initial CV screening

On boarding:

- Assist the wider HR team in a smooth on boarding process, including checking contracts of employment, background screening, right to work checks and ensuring new joiners have the correct information ahead of their start date

Employee Relations:

- Act as minute taker at formal meetings where required
- Arrange meeting rooms and send invites to the meetings where required

Compensation and Reward:

- Assist with the annual administration process
- Manage all Private Medical and Dental Insurance enrolments and changes

Record Keeping:

- Ensure all employee records are kept up to date and accurately maintained (e.g. personal details, absence training and Visa records)
- Maintain Temporary employee and contractors spreadsheets

Knowledge, Skills & Experience

Essential

- Excellent attention to detail
- Evidence of a career interest in HR

Desirable

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<ul style="list-style-type: none"> • Communication skills – with the ability to deal effectively with employee at all levels and stay informed • Ability to prioritise and keep on top of “to do” lists • A professional approach to work at all times • Have initiative and be proactive (e.g. Proactively look for ways of improving HR administrative processes and procedures) • Ability to own tasks through to completion with minimal supervision • Ability to concentrate on what is important and urgent, while keeping the important tasks ticking over 	
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How to Apply
<p>Applications to be sent to: hr@santanderam.com Subject the email: Trainee Application – Trainee HR Assistant</p> <p>Your application should include:</p> <ul style="list-style-type: none"> ▪ CV ▪ Covering letter ▪ Answer the 3 questions below in no more than 300 words max per question <ul style="list-style-type: none"> ○ Why are you applying for this trainee role? ○ Tell us about a recent financial news story that you found interesting and why? ○ Tell us about the best team that you have been part of and what your contribution was. <p>The closing date for applications is: 24th February 2021 Start Date: ASAP</p> <p>Unfortunately we are unable to respond to all applications, should you not hear back from us within 1 month of the closing date, please presume that the application was unsuccessful.</p>