

# 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 - Facilities & Procurement

### Function:

Finance

### Department:

Facilities & Procurement

### 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 Facilities & Procurement team are responsible for almost everything you see and experience when you step into one of our global offices. In 2018 the team managed the construction and relocation to our new London office at 8 Finsbury Circus, turning an empty concrete shell into a first class office environment, with a large client hospitality suite and staff café. Our on-going role is to ensure that staff and visitors operate in comfortable and safe premises, and have everything they need to perform at their best.

The Procurement half of the team also support the rest of the business with all its purchasing requirements. This includes everything from IT software and equipment, to Marketing services, and occasionally participating in unusual projects, such as helping to curate GAM's corporate art collection. Dealing with external suppliers and service providers is an important part of the job.

Sustainability is also a key focus, with the team leading initiatives to reduce energy consumption and waste, and promote alternatives to business travel, such as videoconferencing.

### **Main Duties & Responsibilities**

- Work with the Facilities team to ensure a positive experience for GAM staff and visitors.
- Work as part of the team to manage relations and contracts with suppliers and subcontractors.
- To learn and assist with the implementation of the "Workday" for Finance and HR system with a view to becoming able to train and support other users within the business.
- Assist with logging calls and managing the resolution of staff issues relating to facilities.
- Taking part in regular building inspections with representatives of the service providers, to ensure that a high standards are maintained. Produce inspection reports and track remedial actions as required.
- Champion environmental initiatives within the business, and assist with data gathering and reporting of greenhouse gas emissions in line with legal and regulatory requirements.

### Skills and Personal Attributes

- Happy operating in a front-line role, interacting with staff, suppliers and service providers
- Ability to work to time critical deadlines with accuracy and attention to detail
- Self-starter with a 'can do' attitude. Not afraid to 'have a go' and try new things
- A strong desire to learn
- Strong written and verbal communication skills
- Good organisational skills

### 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.

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<b>Location:</b>	<b>Employing Company/ies:</b>
London	GAM (U.K.) Limited
<b>Reporting to:</b>	<b>Contract:</b>
Nykolas Bromley Global Head of Facilities & Procurement	Fixed Term Contract (12 Months)

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### SMCR\*:

- Is this a 'Senior Manager' position? NO
- If yes, what is/are the Senior Management Function(s)?
- What are the Prescribed Responsibilities?
- Is this a 'Certified Person' position? NO
- Under which criterion(a)? (list of 8 criteria)

### MiFID (UK only)

- Advice giver NO
- Information provider NO

\* relevant for any people regardless of location who interact with UK clients

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