

Trainee Human Resources Assistant

At Barings, we are as invested in our associates as we are in our clients. We recognize those who work diligently for us and reward them for personal and professional integrity, communication skills, distinct competencies and expertise in specific strategies, ability to collaborate as a team member and true dedication to the interests of our clients.

We thank you for your interest in joining the Barings team, and invite you to explore our current employment opportunities.

Barings Investment20/20 Placement Programme

As a Barings Investment20/20 trainee, you will be part of the 2021 cohort of four placements across departments in the business following a 12 month programme.

You will be getting involved in a range of tasks across your department so you really get a flavour of what it is your department does, and how they work with different teams to contribute to the overall success of the organisation. To help develop your understanding of how all our departments work together, during your placement you will be working with your group on a project to solve a business problem, which you will be presenting at the end of the programme.

You will be also part of the wider Investment20/20 trainee community, providing you with opportunities to network with other trainees across the industry and participate in socials and industry insight events.

What is Human Resources?

Human Resources is the key to ensuring Barings has the right people in the right place, at the right time. This role will provide you with an overview of the different specialties involved in a Human Resources team responsible for supporting 500+ Associates across the UK & European offices. From recruitment, to learning & development and payroll, you will be able to get involved in it all.

What Will I Be Doing?

This role will teach you the tasks involved in all aspects of the employee lifecycle. You will be responsible for assisting HR Associates with accurate and timely completion of HR Administrative tasks. You will receive on the job training and support from colleagues for the following:

Employee Queries

- Assisting with day to day queries from across the business, ensuring they are resolved in a timely manner.
- Completing and sending references and regret letters within the set turnaround time.

Record Keeping

- Maintaining and inputting data onto the HR system, Workday, which involves:
- Ensuring all new joiners personal data is input onto Workday.
- Completing changes arising from Workday audits.

- Maintaining soft and hard copies of employee files, ensuring all relevant documentation is filed.
- Archiving employee files when required.

Recruitment

- Assisting with interview arrangements, coordinating diaries, and ensuring meeting rooms are booked.
- Attending weekly recruitment meetings.

Onboarding

- Supporting the onboarding process, which includes;
- Creating and reviewing background screening cases for new joiners
- Creating relevant documentation for new joiners
- Liaising with relevant departments to compile new joiner packs for first day joiner inductions,
- Attend new joiner inductions and benefit enrolment sessions with HR Associates.

Learning & Development

- Assisting HR Business Partners with booking courses.
- Ensuring new joiners are assigned mandatory induction training on their first day.

Ad Hoc

- Arranging payment of invoices.
- Fulfilling additional, relevant tasks appropriate to the role and business requirements.
- Opportunity to assist HR team with ad hoc projects as and when required.

Requirements

If you've just finished your A-levels or equivalent, are interested in working in Human Resources, and have the following attributes, we would love to hear from you:

- Good project management skills, detail-oriented and ability to work to deadlines
- Word, PowerPoint and Excel – foundation level
- Self-starter, who uses their initiative and learns quickly
- Team player with strong written and verbal communication skills

How Do I Apply?

Please upload your CV **and a cover letter answering the below three questions** to our Workday portal:

- Why are you applying to us for this traineeship programme?
- What evidence can you give us that you are someone with exceptional levels of personal drive and determination?
- Tell us about the most interesting project or piece of work you have completed as part of your studies at either school or college. What did you have to do and what interested you most about it?

