

Trainee Corporate Services 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 Corporate Services?

This role will teach you the tasks involved in all aspects of Facilities Management; and what it takes to keep an office of 500+ employees running smoothly. The department is involved in a wide and varied number of activities including logistics, engineering, hospitality, change management, technology, sustainability, social impact, security, projects & space planning amongst many more. One day you could be playing a supporting role in the departments Business Continuity Planning (BCP) and emergency planning process, and the next working with the events team to coordinate the logistics of hosting an event.

This department is key in developing initiatives such as developing our operational sustainability, and we are always on the lookout for new ways that this office could be more environmentally friendly.

What Will I Be Doing?

You will receive on the job training and support from colleagues for the following:

Facilities

- Supporting the Systems and Workplace Co-ordinator with maintenance of the Building, Facilities and control systems.
- Assisting with liaison with the Landlord's management team.
- Supporting our tenants
- Technical Support of office Apps
- Updating CAD drawings & Records

Record Keeping

- Supporting the Head of Corporate Services with MI production.
- Managing the department schedule of activities.
- Assisting with Invoice processing.
- Assisting with the capture of management statistics.
- Undertaking regular archiving and confidential disposal of information.

Health & Safety and Emergency Response

- Assisting with building evacuation and fire drills.
- Assisting with workplace assessments.
- Ensuring that the fire risk assessment is up to date and is reviewed quarterly.
- Carrying out weekly inspections of all fire exit routines.
- Playing a supporting role in the departments BCP and emergency planning process and their implementation if required.

Service Delivery

- Assisting with reception services / distribution hub services when required.
- Supporting the Gym supervisor with administrative tasks.
- Assisting with catering and hospitality services

Sustainability

- Assisting the Head of Corporate Services with sustainability initiatives.

Ad Hoc

- Acting as a liaison with events team for internal and external functions.
- Assisting with development of Employee Engagement program.

Requirements

If you've just finished your A-levels or equivalent, 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?

Barings is an Equal Employment Opportunity employer; Minority/Female/Age/Sexual Orientation/Gender Identity/Individual with Disability/Protected Veteran. We welcome all persons to apply.