TradingHub

HR ASSOCIATE

Occupational Areas: Financial Analytics, Banking & Investment, Technology, Data, Computer Science
Salary Range: Competitive
Location: London EC2 (closest station: Liverpool Street)

About TradingHub:
TradingHub is a rapidly expanding Financial Services Technology (FinTech) company founded in 2010. Its Headquarters is in London and it has further offices in New York, Hong Kong, and Toronto.

We build cutting edge, AI-assisted, trade analysis software for our clients which consist of banks, hedge funds, asset managers and other financial services institutions. Our products are used by these organisations to detect financial crime and enhance business performance based on the client's day to day trading data.
These products include:

- Best execution analysis
- Trader performance profiling and enhancement
- Insider trading and market abuse detection
- Rogue trader detection

Our products are market leading in each category:

- Advanced analytics and machine learning algorithms allow us to perform statistically rigorous analysis of all asset classes uniquely
- We use in-house programming languages, optimised for fast and complex analysis of large trade volumes
- All our tools have an intuitive user interface (built using in-house programming languages) that make it very easy for our clients to access our analysis

We view ourselves as a disruptive FinTech company that is nimble enough to move fast, innovate quickly and provide a premium level of client service and support.

Summary of role:
We are looking for an enthusiastic and driven HR Associate to join a fast-growth FinTech within the tight-knit HR team (HR Manager plus another HR Associate). You will have a very broad role across the HR function and have an impact from day one. No two days are the same, and it would be a mixture of on-the-job training alongside other external courses as required. The role will involve several projects focused on administration, analytics and reporting, so having a keen eye for detail is important, as well as solid excel skills. Training will be provided for any HR/proprietary systems.

The successful candidate will join work in a fast-paced environment, where being adaptable to taking on new tasks outside your comfort-zone is very beneficial. You will have daily support from the HR team but lots of autonomy to add your stamp to things.

Responsibilities:
- General HR system administration.
- Producing and analysing reports for the HR Manager and other stakeholders.
- Assisting with day-to-day HR admin, e.g. organisation of recruitment processes, grad days, staff onboarding administration etc.
- Working with the Legal team to ensure HR Policy is up to date and compliant with regulations.
- Conducting research into key HR subject areas e.g. benefits benchmarking, Brexit's impact on continued growth, Visa sponsorship etc. and providing guidance to the team on ad-hoc critical projects.
- Assisting with the HR administration duties for our global offices.

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Requirements:
- Proven experience with MS Suite particularly Excel, to a good level.
- CIPD qualified (or working towards this).
- Ideally you have some relevant experience in industry within an HR/Recruitment function.
- Natural communicator with experience managing the expectations of a range of stakeholders.
- Detail-oriented.
- Genuine interest in FinTech sector.
- Dynamic character with the ability to take on multiple tasks at a time.

If this is of interest to you, please send a covering letter and a CV to careers@tradinghub.com
TradingHub is committed to providing equal opportunities and supporting diversity in employment. Diverse teams are the best teams.