



TradingHub

Office Administrator

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, consisting of banks, hedge funds, asset managers, and other financial services institutions. These organisations use our products 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 a Office Administrator who will help with the day-to-day running of the office, as well as assisting with ad-hoc tasks. You will need the ability to work independently using your own initiative, as well as working closely with the PAs. We are looking for a candidate who is pro-active, who has a "can-do" attitude and pays close attention to detail.

Responsibilities:

- Managing the reception area including welcoming guests
- Organising meetings and scheduling appointments
- Managing meeting room requests, set up, supplies etc.
- Gatekeeper for incoming calls
- Managing company correspondence, including emails, letters and packages
- Organising company events (internal and external), including overseeing catering supplies
- Performing data entry roles, including updating records and databases
- Managing inventory of office supplies, including stationery to ensure smooth office operations
- Assist with the marketing and branding, including preparing documents/materials
- Provide cover when PAs are on annual leave

Requirements:

- Experience in a customer/client-facing position
- Attention to detail
- Organised and punctual
- Excellent written and spoken English
- Self-motivated and goal-oriented person
- Driven and able to work on their own to solve problems
- Communication skills (verbal and written)
- Diary and inbox management would be a plus
- IT skills (including Microsoft Office software)
- Teamwork/interpersonal skills
- A passion to progress into a Secretary / PA position

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.