

Maven

HR INTERNSHIP

ABOUT THE COMPANY:

Maven was formed in 2011 and employs some of the most talented traders in the market, executing a diverse range of strategies. It is the most active participant in a number of exchange-traded products, contributing significant liquidity to European markets. The company trades primarily for its own account, but recently launched a hedge fund to offer some of its established strategies to external investors. It opened a Hong Kong office in May 2016 which is creating new opportunities to expand the business into new markets. The company's culture is collaborative, informal and highly rewarding of strong performance.

Maven is seeking an intern to join the HR team from 12th September until the 16th December 2016. This is a paid full-time role based in London. This is a good opportunity for a candidate with interest in HR, Finance or Business that would like to gain experience in an investment and market making organisation.

ROLE SPECIFICATIONS:

- Administration of the organisation's annual Graduate Recruitment Program;
- Data management of candidate applications;
- Assisting with the organisation of Program events including venue and catering bookings;
- Represent the company at University Fairs and events;
- Supporting the running of assessment and information sessions;
- Assistance with candidate communication & experience during the assessment and interview process.

CANDIDATE SPECIFICATIONS:

- Recent graduate or student in their penultimate of study with at least a 2.1 grade or equivalent;
- Excellent Microsoft Office skills, especially Microsoft Excel & data management;
- Good organisational and administrative skills;
- Good written and verbal communication skills with strong attention to detail;
- Professional, confident and pragmatic attitude;
- Ability to handle confidential information and maintain confidentiality;
- Exceptional interpersonal skills.

APPLICATION:

Please apply by sending through your CV to recruitment@mavensecurities.com