

COMPANY:	Man Group
POST:	Workplace Apprentice
APPRENTICESHIP:	Business Administration level 3 (18-months)
START DATE:	29 th July 2022
LOCATION:	London Head Office Riverbank House 2 Swan Lane London, EC4R 3AD
WORKING HOURS:	Monday – Friday, 9am-5pm Total hours per week 35 including one day training at City Gateway
SALARY:	London Living Wage £11.05 per hour

The Company

We are an active investment management firm focused on delivering attractive performance and client portfolio solutions, deploying the latest technology across our business to help ensure we stay at the forefront of our evolving industry. We provide long-only, alternative and private markets products on a single and multi-manager basis. We develop bespoke solutions and fund of hedge fund services which utilise the firm's advanced technology, infrastructure and expertise. We continuously invest in technology, talent and research as we strive to deliver the best results for our clients.

With a trading history spanning more than 230 years, and over 25 years of experience of global investment management, Man Group offers longevity and durability in a rapidly changing financial world. Each of Man AHL, Man Numeric, Man GLG and Man FRM has over 20 years of investing experience, and Man Group developed its private markets offering with the launch of Man GPM in 2017.

The Role

Man Group is seeking an enthusiastic and innovative Workplace Apprentice who will be Line managed by the Global Head of Corporate Real Estate and Service. Ensure that in respect of all matters in your role, (including the planning and delivery of work), you understand and comply with all company policies, practices and statements relating to risk, compliance, and confidentiality. That you anticipate, identify and manage risk issues in accordance with those policies, practices and statements and escalate risk issues to the appropriate management level or committee as necessary.

Duties and responsibilities:

- Assist with maintaining Man standards for occupation – Maintenance of good practice on floors to ensure tidiness, good management of space and compliance with Health and Safety
- Assist with co-ordinating moves and changes within the office
- Assist with Desk booking tool
- Assist with locker management
- Assist with floor plans

- Assist with event planning and co-ordination
- Assisting with preparing monthly/ad hoc reports
- Acting as a key contact for Workplace related BAU
- Communicate Workplace information via CRES intranet hub site, Slack and other media as required
- General assistance to the CRES team on business as usual (BAU)

Desired Skills

- Good time management
- Responsible
- Appetite to learn new skills
- Enthusiastic team worker who is willing to contribute in a team environment
- PC skills – Word, Excel, PowerPoint
- Ability to communicate clearly in writing and verbally
- Attention to detail

Desired Personal Skills

Performance - Works to deliver superior risk adjusted performance. Works towards the benefit of the company at all times.

Clients (Internal & External) - Speaks the clients, language, understands the client. Shows empathy with the client. Manages the client's expectations. Exceeds client's expectation.

Excellence - Strives for excellence in all aspects of work. Ensures processes follow best practice.

Responsibility - Adheres to Man group ethics, values and processes. Applies the highest standards of integrity. Shows personal responsibility and is accountable. Ensures compliance, escalates issues when appropriate.

Differentiation - Original and innovative thinking

Meritocracy - Demonstrates a positive attitude, business aware. Seeks to continuously enhance own relevant skills. Works comfortably in an entrepreneurial environment. Valued and sought after as a team member, demonstrating commitment and diligence. Recognise others.

Desired qualification

- Maths GCSE grade A*-C or 9-4 or equivalent or Functional Skills Level 2
- English GCSE grade A*-C or 9-4 or equivalent or Functional Skills Level 2

Future Prospects

- Upon completion of this apprenticeship, you may consider higher apprenticeships or additional professional qualifications and training