# People Graduate Trainee

## Description

About us Xapo Bank has been at the forefront of Bitcoin innovation for over a decade. We started by mastering Bitcoin custody, earning the reputation as the 'Fort Knox of Bitcoin.' As the industry evolved, so did we. Today, we empower people globally to use their Bitcoin securely, providing unparalleled growth opportunities. We believe that Bitcoin will do for money, what the internet did for information. Our goal is to provide a bridge between digital assets and traditional financial services. Xapo Bank is the first product of its kind: a platform that bridges the gap between crypto and traditional banking services. Headquartered in Gibraltar, we are regulated and licenced bank and in addition, Xapo VASP is regulated and authorised as a Distributed Ledger Technology Provider to provide crypto services. Diversity is at the core of our identity. We are a global, fully distributed team of over 140 dedicated professionalsâ??Xapiens, as we call ourselvesâ??working remotely across more than 40 countries. Our mission is to recruit the finest talent worldwide to realise our dream of changing the conventional ways of banking. Our Graduate Programme runs for a period of 12 months giving successful graduates the opportunity to become a full time Xapien once the programme has concluded. This role would therefore be a 12 month contract. Our Graduate Programme We are searching for individuals at the start of their working life looking to propel their careers and make an impact in the Fintech, Banking, and Blockchain space. As part of our innovative business, you'll embark on a journey of professional growth, tackling real-world challenges, and shaping the future of Banking. From collaborating with top-tier professionals in this industry to leveraging cutting-edge technologies, this role promises a thrilling adventure filled with learning, creativity, and endless possibilities. We are committed to helping you unleash your potential and carve out a path to success, are you ready to take on this challenge? Position overview The first step to building the foundation of your HR career is through an enriching HR graduate programme. The People team at Xapo Bank are in search of an individual with a keen interest in learning what it takes to run a People/HR team in an exciting industry blending the Fintech, Blockchain Technology, Crypto and Banking worlds. This programme would give the individual exposure to Talent and Talent Management, People/HR Operations and other special projects encompassing the entire People team. The graduate programme is meant to be an opportunity to learn and grow your career with us, our expectation is that you will seize this opportunity. Responsibilities Talent Acquisition: Shadowing – Shadowing the Talent team to understand the full Talent Acquisition process, from sourcing and application review to offer stage. Sourcing – Assisting Talent team on sourcing requirements, gaining exposure to sourcing techniques and platforms used (for example; Greenhouse and LinkedIn). Shortlisting – Assisting Talent team with shortlisting, understanding the principles and criteria, application review, and gaining exposure to different roles (across Tech and Business). Interviewing – Gaining exposure to interviewing, initially through shadowing and learning interview techniques, and learning to conduct interviews. Interview scheduling – Understanding the approach to interview scheduling, and the administrative as well as organizational skills required. Feedback – Exposure to the principles around providing candidate feedback as well as obtaining candidate feedback in all stages of the hiring process. Offer – Gaining exposure to the final stage of the talent acquisition process, offering a successful candidate the position and offer negotiation requirements. Gaining exposure to offer negotiation and general negotiation skills. Documentation – Exposure to the administrative side of Talent Acquisition, documenting information, and updating policies or initiatives (for example updating project information on Confluence). Special projects – Participation in special projects as required by the Talent team. People

Operations: Preparation – Prepare various agreements and documents required, ensuring accuracy and compliance with company standards and legal regulations. Assistance – Manage and respond to inquiries on the Jira helpdesk, ensuring timely and accurate resolutions. Reviewing – Review company policies, guidelines, and procedures in accordance with legal requirements and best practices. Support – Assist in preparing presentation decks for company-wide meetings. Facilitation – Facilitate the nomination process for peer recognition during onboarding performance reviews. Ensuring – Ensure all necessary forms are completed by new joiners as part of the onboarding process. Ensure timely completion of all required surveys. Development – Develop and implement a comprehensive 90-day plan for new joiners to support their integration and success within the organization. Providing Admin Support – Offer admin support and assistance across the people function. Collaboration – Collaborate effectively with different teams to streamline processes and achieve departmental goals. Ad-hoc queries – Handle ad-hoc queries and tasks as required to support the teamâ??s objectives Skills needed Availability during GMT +/- 2 time -zone required Communication skills, both written and verbal, English language, other languages are plus Ability to prioritise tasks and work effectively in a fast-paced environment Proficiency in Microsoft Office and/or Google suite Organizational skills and attention to detail Other requirements A dedicated workspace. A reliable internet connection with the fastest speed possible in your area. Devices and other essential equipment that meet minimal technical specifications. Alignment with Our Values and the Xapo Values-Driven Leadership principles. Please mention the word **OBSESSIONS** and tag RMzQuODYuMTYzLjE1Mg== when applying to show you read the job post completely (#RMzQuODYuMTYzLjE1Mg==). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

**Contacts**
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