



Open Position – Corporate Communications

Key Responsibilities

- Positive brand promotion & presentation to associates, the community, and other stakeholders.
- Help shape communications published by the firm, including recruiting materials, social media, job descriptions, etc.
- Enhance company culture by coordinating associate events & related items.
- Aid with presentations for recruitment of new associates and education of current associates.
- Provide assistance to all teams as needed in creating and publishing documentation.
- Assist CEO, CFO, Treasurer and Controller with special projects.
- Other Recruiting, HR, accounting, or regulatory tasks as needed.
- General Office management & communication.

Requirements

- Bachelor's degree in Communications, Marketing, Journalism or a related field.
- Required Experience: two years or less
- Experience and proficiency with social media including LinkedIn and Facebook.
- Excellent verbal and written communication skills.
- Proficiency with Outlook, Word, Excel, and PowerPoint.
- We hire for Aptitude, Character, and Enthusiasm. We are looking for associates who are eager to learn and move up. With a relatively low headcount, we expect associates to help with a wide variety of tasks.

Benefits

- **Total Compensation of \$50k to \$100k**, depending on experience and talent level.
- **Bonus Pool.** Incentive comp can be highly rewarding. All associates are eligible to participate in our annual discretionary bonus pool. Bonuses are based on trading profits, individual performance and other criteria set by the board. Bonus payouts are not guaranteed.
- Benefits package available to all associates including health insurance, paid-time-off, etc.
- Free lunch. The company provides lunch daily with rotating caterers.

About Us

- Tradebot Systems is a proprietary trading firm: we trade stock for our own account and do not have customers. We are registered as a broker-dealer with the SEC. We frequently account for roughly 5% of all stock trading in America.
- Our internally developed, low-latency trading system is world class. We continually test and integrate cutting-edge hardware to facilitate trading and research. When market data changes, our system can react in nanoseconds. Our trading decisions are based on analyzing "big data" contained in our 4+ petabyte cluster to determine when we have a statistical edge.
- Tradebot was born in 1999. We have 60+ associates and they all work out of our headquarters in Kansas City.

Applicants should email their resume and ACT score to work@tradebot.com. Please refer questions to Jennifer Tomlinson, Director of Human Resources at 816.285.3351. If you know someone who may be interested, thank you for passing along this information.