



Human Resources & Talent Acquisition Coordinator

Nodal Exchange, the largest power futures exchange in North America, is a derivatives exchange providing price, credit and liquidity risk management to participants. Nodal Exchange is a leader in innovation, having introduced the world's largest sets of environmental and electric power futures and options contracts. All transactions on Nodal Exchange (power, environmental and natural gas) are cleared through its wholly owned subsidiary, Nodal Clear, using its award-winning portfolio margining methodology. Nodal Clear also provides the clearing services for Coinbase Derivatives. As leaders in innovation, Nodal Exchange and Nodal Clear have built in-house most of the trading and clearing platforms that fuel our business. Nodal Exchange is part of the EEX Group which is in turn part of the Deutsche Boerse Group.

Nodal seeks motivated applicants for the following role in Tyson's Corner, VA (DC Metro area):

Human Resources

Primary HR Responsibilities:

- Greets new hires and ensures a smooth onboarding experience. This may include completing the I-9 form, providing office tours, creating orientation schedules, and serving as a point of contact
- Maintaining lists – contact and phone list, onboarding/offboarding (“joiners/leavers”), leave tracking
- Supports the administration of employee benefits through a variety of tasks, such as collecting information, following up with employees, and posting plan details internally
- Reviews invoices for accuracy, which includes checking employee enrollment elections and dates
- Creates employee data reports or update existing reports, particularly those used for compliance and reporting
- Assists with the coordination of company happy hours and events
- Schedules regular employee check-ins with members of the HR team
- Performs other related HR duties as assigned

Talent Acquisition

Primary Talent Acquisition Responsibilities:

- Schedules phone screens and onsite interviews
- Assists with college recruiting efforts, registering for college fairs and coordinating schedules
- Develops recruitment postings, and recruitment platform messages
- Attends job fairs and industry conferences
- Coordinate, implement, and monitor social media recruiting initiatives
- Performs other recruitment related duties as assigned

Required Skills/Abilities:

- Bachelor's degree in human resources or related field required
- Previous experience in a professional environment, such as an internship
- Ability to maintain the highest level of confidentiality while being entrusted with sensitive data
- Ability to source and identify key and qualified talent
- Excellent verbal and written communication skills

- Excellent interpersonal skills
- Exceptional technical skills and proficiency in Google Workspace and MS Office
- Strong social aptitude and ability to build relationships
- Passionate about HR

What We Offer Our Employees:

- A collaborative workplace culture where we value your contributions and ideas
- A comprehensive benefits plan which includes, but not limited to immediate access to low-cost health insurance plans (highly company subsidized with an employee cost as low as \$10/month), a retirement savings plan with a competitive company match, and PTO that includes vacation, holidays, floating holidays, and unlimited sick leave, and company-paid life and disability insurance
- Contemporary workspaces designed to inspire innovative thinking in a fun, relaxed environment
- Catered weekly breakfast and lunch
- Free full-service gym access onsite
- Workplace flexibility - we value work/life balance, designed to fit your team, and your and your family's needs

Nodal Exchange, LLC does not discriminate on the basis of race, color, religion, sex, gender, sexual orientation, gender identify or expression, pregnancy, parental status, marital status, citizenship, national origin, age, disability, genetic information, military status, veteran status, physical or mental health, hairstyle historically associated with race, or any other characteristic protected by federal, state or local law with respect to recruitment, hiring, training, promotion, or in any other terms and conditions of employment. Nodal Exchange is an E-verify participant.