

Graduate Business Analyst – Aberdeen

Introduction

Sumitomo Corporation Europe Ltd is a subsidiary of Sumitomo Corporation, a world leader in integrated trading and investment. We have access to a global network of more than 75,000 people across 66 countries. We take great pride in our technical know-how and operational ability, which is combined with a drive to keep customer service at the heart of what we do. To achieve this, we recruit high calibre individuals, we invest in their training, and give them accountability and responsibility as soon as they are ready. Find out more: www.sumitomocorp.com/en/jp/about.

Role

This role will support the Steel business unit while completing graduate training. The main focus will be on supporting OCTG sales and operations and supply chain management (SCM) for SCEU Steel business.

This role will report into the Department General Manager of the OCTG Aberdeen Business Department.

Scope

- Support tender preparation and sales activities (including O&G and energy transition customers, i.e. Geothermal & CCS)
- Conduct project financial analysis and cost modelling
- Support contract management activities for long term business partners
- Analyse and map business process, both general and project specific
- Document procedures and work instructions in accordance with the Quality Management System
- Support quality and operational audits
- Monitor inventories and conduct periodic stock checks in accordance with company rules
- Support new project implementations as a team member
- Create and format iTIMS and related business reports
- SAP / iTIMS / Salesforce transactional input
- Support JSOX audits
- Conduct compliance checks (audit follow-up)
- Responsible for presentation preparation and marketing material creation
- Perform month end procedures, checks and record keeping

Qualifications/Skills/Personal Qualities

Qualifications (essential):

- Degree level or equivalent qualification in business, finance, science or relevant technical subject.

Skills (essential):

- Listens, consults others and communicates proactively
- Must be proficient in the use of MS Office 2022 or later, particularly Excel and Word, and ideally Access or a similar database to basic level

- Critical analytical thinking
- Strong literacy and numeracy skills

Skills (preferred):

- Understands the principles of supply chain management

Personal Qualities/Attributes:

- Self-driven
- Results-oriented with a positive outlook and a clear focus on high quality
- Relates well to people at all levels
- Empathic communicator – supports and cares for others
- Flexible, adaptable and creative
- Able to travel internationally
- Keen to support energy transition and expand sustainability management
- Team-player –contributes to a positive team environment

To Apply

Please complete the Candidate Application Form (found on the vacancies page www.sumitomocorp.com/en/europe/sceu/career) and send the form along with your CV to recruitment.sceu@sumitomocorp.com.