

Senior Administrator – London

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 provide the Business Intelligence Department ('BID') with administrative support as well as assistance with networking activities. This includes diary management, meeting arrangements, budget preparation and contributing to the efficient organisation and dissemination of BID output.

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

Scope

- To provide administrative services to the DGM and department, including diary management, arranging external meetings and assisting to arrange business trips and itineraries.
- To assist in the dissemination of BID output in an efficient and effective way, including developing a network of internal contacts.
- To attend meetings (internal and external) and produce records and notes as required.
- To make arrangements for internal BID seminars and conferences, including communicating with any external speakers.
- Monitor and analyse the BID budget strategy progress (London and Brussels) on a regular basis.
- Arrange the settlement of expenses e.g. travel/entertainment/seminars.
- Assist with the organisation of business cards and development of a system of maintaining contacts.

Qualifications/Skills/Personal Qualities

Skills:

- Excellent interpersonal and communication skills
- Ability to work with a high level of accuracy and meet tight deadlines
- Proficient use of MS Office (Word, Excel and PowerPoint)
- Confident with online document management
- Japanese language ability (preferred)
- Experience working with DIVA, SAP and Concur, or a willingness to learn including any other related software relating to budget preparation

Personal qualities/Attributes:

- Good team player
- Positive can-do attitude
- An interest in European and international affairs

What We Offer

Company benefits include group pension scheme, private health insurance and free leisure centre/gym membership to name but a few.

To Apply

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