

# Senior HR Executive – 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](http://www.sumitomocorp.com/en/jp/about).

## Role

This role will be responsible for providing a professional and comprehensive Human Resources service to SCEU (Sumitomo Corporation Europe) covering London, Aberdeen, Norway (3 locations), Prague, Warsaw, Milan, Madrid, Paris, Brussels and Dusseldorf. Advise Group Companies (subsidiaries) and Business Line Companies as and when required.

The main focus of this role will be to support the People Departments 'local employment team' and the business, acting as a proactive business partner. We are currently going through a transformation process and modernising the way we work. As well as acting as a generalist, you will be required to support the Talent Acquisition Lead and the Learning and Development Lead as and when required (as and when their roles need more support). The role will also support the DGM on projects that help to transform the way we work with business.

This role will report into the Department General Manager of Human Resources.

## Scope

- Full generalist remit, including supporting and leading on employee relations such as poor performance, capability processes, performance improvement plans, and disciplinary and grievance processes;
- Guidance on SCEU human resources policies and procedures;
- Provide employment law advice and guidance as and when required;
- Work with other HR team members on reviewing employee handbooks, policies and procedures in accordance with local employment laws;
- Conduct and assist with employee relation matters e.g. grievances, disciplinaries, capability processes, PIPs and exit interviews;
- Support management in the approval process for various rules and other applications;
- Involvement with our People projects to transform the way we work and encourage continuous improvement.

## Qualifications/Skills/Personal Qualities

- Qualified by substantial experience and/or to hold full CIPD qualification;
- Have confidence and strength to influence others to achieve a desired outcome;
- Excellent communication and relationship building skills;
- Is resilient and able to show an understanding of good emotional intelligence;
- Be able to demonstrate a logical, pragmatic approach to problem solving;

- Confident to present /speak in front of others and be able to challenge and put forward ideas;
- Team player, organised and flexible, with a good customer service mindset;
- Good knowledge of Word and Excel;
- Must be able to travel and at short notice.

## 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](http://www.sumitomocorp.com/en/europe/sceu/career/current-vacancies)) and send the form along with your CV to [recruitment.sceu@sumitomocorp.com](mailto:recruitment.sceu@sumitomocorp.com).