
Title: International Employment and Compliance Specialist

Location: London, UK

Company Overview

Sigma Management International (the UK entity of Capital GES group) is part of the EMEA People 2.0 group of companies who is the leading provider of contingent workforce engagement solutions within the U.S. and globally.

Capital GES is a market-leading provider of employment solutions throughout Europe, Latin America and southern Africa. In order to support our growing international employment operations, we are seeking an International Employment and Compliance Specialist for a remote position in the UK to join our compliance department based near Neuchâtel, Switzerland. This role is offered on a fixed term basis to 31 December 2021.

Position Overview

Reporting to the Senior International Employment and Compliance Specialist, the International Employment and Compliance Specialist provides knowledge, guidance and education to colleagues to allow them to provide excellent service; develops and maintains internal and external tools to ensure that the company's services can be delivered effectively within the set risk parameters and operational workflows, and coordinates with colleagues and external partners to resolve operational issues.

Our ideal candidate will be self-motivated, organised and well presented, with the experience, attention to detail and confidence to undertake all aspects of our research, development and compliance activities, to research problems as they arise, and to provide options and guidance to colleagues and senior management. They will be pro-active, have a "can-do" attitude, with the ability to use their initiative and analyze rules and regulations pertaining to employment law and compliance matters and disseminate to the wider business.

Primary Responsibilities

- Research, develop and maintain internal and external documents and templates in line with in-country requirements and the company's services.
- Manage day-to-day relationships with the company's international suppliers and partners.
- Provide day-to-day support, advice and guidance to the front facing teams such as HR Operations and Sales relating to compliance aspects of our services.
- Prepare summaries of local rules and regulations relating to multiple jurisdictions.
- Support the knowledge development of other teams.
- Research, develop, provide user training for and maintain tools and procedures to support the sale, management and delivery of new and existing services;
- Research, develop, implement, document, hand over, maintain and support international products and solutions;
- Ad-hoc support on project related work as required.

- Provide information to allow the sales team to create external marketing documentation and materials;
- Evaluate and report on the risk profile of current products and services.

Skills and Experience

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- Experience in international mobility, international HR or employment outsourcing;
- Native-level written and spoken English; other languages a distinct advantage;
- Excellent written and oral communication skills;
- Experience with key MS Office applications, advanced working knowledge of MS Excel;
- Prioritisation skills applied in a fast-paced environment;
- Proven problem-solving skills and experience;
- Experience in Project management an advantage;
- Interest in developing skills and knowledge relating to international labour law and compliance

Education and Qualifications

- Legal, HR or compliance background, or ability to demonstrate exposure to working in an analytical based role
- University degree

What we offer

- Working at Sigma International means continuous opportunities for personal and professional development. We offer an exciting role in a growing international company focused on development, quality and expertise, a supportive working environment, exposure to interesting and challenging international work.