

Posted 10 May 2026

HR ADVISOR / BUSINESS PARTNER, EUROPE

London

We are seeking a capable, engaging and skilled HR Professional for a Maternity Cover from Summer 2026 to Summer 2027. The role juggles best practice HR administration, advice and support service from the London Head Office to sites across Europe. Working closely with a dynamic and inspiring HRD, the HR Advisor / Business Partner coordinates key People processes, provides outstanding service and delivers inspiring HR initiatives to Phillips employees across Europe.

Phillips values a workforce with a wide variety of experiences, backgrounds and skills, so we encourage you to apply even if you do not meet all of the qualifications.

Duties and Responsibilities

- Provide an efficient, effective and customer focused People service, supporting all aspects of our employee's relationship and engagement with the company. This includes recruitment, employee relations, terms and conditions of employment, Talent & Development activities, ensuring compliance with employment legislation and company policies.
- Provide first level HR advice and guidance to European employees and front line managers ensuring advice is legally compliant, escalating complex queries to the HR Director, Europe as required.
- Work in partnership with line managers on all aspects of people management including performance management, employee relations, resourcing, succession and development.
- Work collaboratively with internal payroll administration advisors and external benefits providers to manage monthly payroll information for all employees across Europe and successfully address employee pay and benefit issues.
- Liaise with 3rd party benefits administrators to process employee benefits enrollments. Manage all employee and company administrative duties including preparing and maintaining benefits related records and reports and submitting monthly pension submissions.
- Manage and lead employee relations cases such as; sickness absence/performance management/disciplinary and grievance.
- Actively manage maternity, paternity and other Family Friendly policy cases.
- Support and administer the recruitment process, including creating and updating position descriptions, posting jobs, tracking job applicants, conducting phone screenings, scheduling and participating in interviews with hiring managers, performing employment reference checks, and drafting and sending offer documents including contracts.
- Manage new hire process including internal coordination, new hire onboarding and orientation.
- Process resignations and terminations and ensure all relevant procedures are followed. Conduct exit interviews, conducting relevant analysis and escalating to the Human Resources Director, Europe, as necessary.
- Support the HR Director, Europe to develop and administer policy and process updates including new MF policies, mental health first aiders and Phillips Summer School.
- Assist, as required, with processes such as the annual performance review process, annual pay review process and annual bonus review process preparing reports as necessary.
- Routinely maintain and update and monitor electronic HR records in relation to all employees e.g. annual leave records, sickness absence and making sure data held on employees are accurate and treated with confidentiality and in line with GDPR.
- Assist the HR Director with identifying and delivering the Company's training needs including:
 - New employee orientation, management development, business skills, and cross-training on company processes,
 - Scheduling and tracking attendance, records and engagement,
 - Ensuring all employees stay abreast of mandatory training

- Providing materials to managers and employees as needed.
 - Provide administrative support to the HR function including record maintenance, filing, scheduling meetings, copying/scanning, etc.
 - Oversee various HR initiatives, research and/or special projects
 - Attend auctions and special events as requested
 - Drive employee communication and feedback through a range of channels including the Intranet, our Community Club and Slack channels.
 - Perform other ad-hoc duties as requested
-

Professional Skills and Experience

- Deep HR experience gathered across 4-6 years in a dynamic, international environment required
 - A CIPD, or relevant HR or L&D Qualification required
 - An interest in Coaching or Occupational Psychology desirable
 - High level of fluency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) a must, interest in systems, AI and digital experience preferred
 - Familiarity with HRIS, database management or payroll software preferred
 - HR experience supporting a Sales based organisation, a must; Auction or Art experience, preferred
 - Languages desirable: French, Spanish, Portuguese, Italian, German, Cantonese. Please note all offices speak fluent English.
-

Personal Attributes

- Ability to multi-task and work with strict deadlines, under high-pressure situations, and remain calm in stressful situations; ability to prioritize and adjust with change
 - Proven attention to detail, be highly organized, and have strong completer / finisher skills
 - Ability to manage sensitive and confidential information with discretion and diplomacy
 - Excellent, professional communication and interpersonal skills, including superior written and spoken communications and client service skills
 - Proactive, dependable and have ability to maintain strict confidentiality
 - Strong analytical skills and problem-solving ability
 - Ability to work professionally and responsibly with all other areas within the business
 - Demonstrate creativity, honesty and integrity
-

Working Conditions

- Work is undertaken in the dynamic Mayfair Gallery on Berkeley Square (nearest tube stations Bond Street and Green Park).
- Flexible work from home days available 1-2 days a week.

- Flexibility to work ad hoc evenings and weekends depending on Sale Season and events from time to time.
 - Excellent benefits, Inclusive global workforce; beautiful working environment including onsite yoga and pilates on Mondays & Wednesdays.
-