

HR & Payroll Administrator – FTC – Maternity Cover

Campion homes has been operating in the East of Scotland for over 30 years. We have built a solid reputation with our clients for building quality homes in both the private and affordable housing sector. We are growing, we are broadening our customer base and we are always looking at ways in which we can build on our successes.

At Campion, it's all about the relationship. We've worked hard to build trusted relationships, based on mutual respect and partnership working. We want people who can build on those relationships and understand that being accountable is about maintaining and improving high standards.

We currently have a vacancy for an experience HR & Payroll Administrator to join our team on a fixed term contract to cover Maternity Leave.

In this role you will be responsible for processing the weekly payroll and all administration associated with this. You will work closely with the HR Manager on all aspects of HR Administration including processing starters and leavers, drafting contracts of employment, managing apprenticeships, maintaining the HR system and all administration required during the employee life cycle.

As an experienced payroll administrator you will demonstrate an excellent understanding of payroll processing and have an eye for detail. You must be literate in Microsoft Office and have the ability to learn new systems. A driving licence would be advantageous but not essential.

Please send your CV and covering letter highlighting your salary expectations to hrrservices@campionhomes.com