



Apprentice Administrator

£16,000 - £18,000 per annum

Come & Join our Team!

Campion homes has been operating in the East of Scotland for more than 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're broadening our customer base and we're always looking at ways in which we can build on our successes.

If you would like to build a career in Administration, we have a fantastic opportunity for you to join our team as an Apprentice Administrator.

Whilst studying Business Administration you will join our busy Admin team and be first point of contact for our clients both face to face and via the telephone. You will be responsible for all general administration at our Head Office, manage general enquires from our site staff and ensure all customers and clients receive excellent customer service at all times.

You will be supported through your Business Administration qualification up to SCQF level 6, have good communication and interpersonal skills, excellent attention to detail and have achieved a minimum of NAT 5 in English and/or Maths. Previous work experience in Administration would be an advantage.

In return, we're offer a great package that includes:

- Competitive salary
- Contributory pension scheme
- Life assurance
- Private Healthcare
- Employee Assistance Programme
- Employee Benefits portal

This is an exciting time to join our team and if you think it looks like a good fit then please email your CV with an indication of your salary expectations to hrservices@campionhomes.com

Campion Homes Ltd is an equal opportunities employer and candidates will be assessed solely on their ability to fill this position irrespective of race, gender, disability, age, faith, or sexual orientation.