

Payroll & HR Assistant

Founded in 1987, Metrol are global leaders in the innovation, development and operation of wireless down-hole systems. Our main office is located in Kirkhill Industrial Estate in Dyce, but operations are global, and we have offices in Dubai, the United States and other worldwide locations.

We deliver excellence in innovation and performance by caring about our relationships – both with our team and our clients. With a family business culture, we aim to create and provide a working environment that promotes from within, encourages training and development and allows and trusts individuals to maintain a work-life balance.

Benefits:

The role comes with a competitive salary and benefits package including:

- Culture that promotes teamwork and empowering individuals to make a difference
- Challenging role with on-the-job training, working as part of an expert team
- 33 days holiday with additional holidays for long service and long service awards
- Hybrid/Flexible working opportunities
- Company Pension contributions
- Private Healthcare and Life Insurance
- Cycle to work scheme

The Role:

As part of our upcoming growth, we are actively recruiting a Payroll & HR Assistant.

Main Duties:

- Enter and maintain employee details on payroll system
- Ensure employee timesheets are entered correctly, including overtime and absence, liaising with employees and managers as necessary.
- Escalate any issues arising to HR Advisor and/or appropriate manager.
- Support Managers with recruitment requirements such as compiling adverts, screening CV's and arranging interviews.
- Recruitment administration such as job offers, contracts and internal onboarding process.
- Filing of all employee related documentation.
- Maintain internal HR systems to ensure all information is up-to-date.
- Assist HR Advisor and Management team with any other relevant tasks

Required Skills & Experience:

- Relevant educational or CIPD qualification would be advantageous but not essential
- Experience with Microsoft Office applications; Word and Excel are essential
- Previous experience in a similar role
- Excellent communication skills
- Time management
- Ability to work within a small team, but also act on initiative

Location:

Our Main Office is in the Kirkhill Industrial estate in Dyce, Aberdeen.

Apply by email with your CV to Vacancies-Technical@metrol.co.uk