



Schedule:	Part time
Contract Type:	Permanent (Work Permit / Visa applicants will not be considered for permanent roles.)
Weekly Hours:	25 / 5
Experience:	The ideal candidate will have experience in a similarly sized business, in the same or similar role.
Qualifications:	A good standard of basic secondary education is required.

Payroll & Administration Officer

Our Human Resources department require an individual with a professional, bright and friendly attitude. This is an excellent opportunity for the right candidate who is looking for a challenging role.

You will need to have good interpersonal skills and a 'can do' approach to administrative work. You will be working closely with all departments, collating, updating and processing data for both a weekly and monthly payroll for approximately 80 – 100 people.

You will need to have an excellent level of spoken and written English, excellent attention to detail and accuracy. General computer literacy is essential, with a good knowledge of Microsoft office, especially excel. You will have the ability to work under pressure, have excellent time management, and be adaptable, flexible and ready to learn.

What we offer:

Our employees also have access to a generous benefits package, including:

- Meals on Duty.
- Staff discounts on Hotel accommodation (subject to availability), Food & Beverage and Spa treatments.
- Friends & Family discounts within the hotel.
- Free car parking.
- Training & Development
- Refer a friend reward scheme – if you successfully refer someone.

If the above is of interest, please email your detailed CV and cover letter to tq@defrance.co.uk

Please note: Should you not hear from us within 10 days, your application has been unsuccessful, and we shall not be pursuing your application any further. Thank you