



Vacancy: Office & Payroll Administrator (Full-Time / Part-Time Considered)

We're looking for an organised and reliable Office & Payroll Administrator to become a key part of our team. In this varied role, you'll manage weekly payroll, support the smooth running of the office, and be one of the first points of contact for our customers.

WHAT WILL YOU BE DOING?

- Managing weekly SAGE payroll and timesheet processing
- Cash handling and banking
- Providing excellent customer service as the first point of contact for customer phone and online enquiries.
- Carrying out general office administration and maintaining an organised and tidy office area.
- Supporting administrative functions across the business, including renewables, e-commerce, marketing, appliance warranties, and fleet management
- Providing general administrative support as required by Senior Management

WHAT ARE WE LOOKING FOR?

- Proven experience using SAGE Payroll (essential)
- Experience in administrative or office-based roles
- High level of accuracy and attention to detail
- Proactive approach with the ability to work independently and as part of a team
- Strong organisational and time management skills
- Ability to prioritise workload and meet deadlines
- Good IT skills, including Microsoft Outlook, Excel and Word
- Excellent verbal and written communication skills

WHAT CAN WE OFFER YOU?

- Excellent staff discount
- Generous holiday entitlement (31 days p/a)
- Company pension scheme
- Ongoing training and development opportunities
- A fun, busy, and supportive team environment

THE ROLE

- Full-time: 35 hours per week, or willing to consider hours for the right candidate
- Working days are Monday to Friday
- Salary dependent on experience
- Location: George Robertson Ltd Main Office, 3–4 Carlton Place, Lerwick, Shetland, ZE1 0ED

FURTHER INFO

If you would like to find out more about the role, please call or email Anna on 01595 692915 or anna@grdirect.co.uk. For more information about George Robertson Ltd, please visit www.grdirect.co.uk

TO APPLY

Send your CV and a covering letter to Anna Moar, Director - anna@grdirect.co.uk

CLOSING DATE: Monday 25th May 2026, 5.00pm.