



OFFICE JUNIOR – DATA COMPLIANCE



ABOUT THE ROLE

An opportunity exists for an Office Junior in our Legal Department based at our Head Office in Ewloe, working alongside our Data Compliance Team and Legal Team.

The successful candidate will be required to assist with SAR's (Subject Access Requests) by following a set procedure and meeting deadlines. It will also involve other GDPR and Data Protection related duties.

The successful candidate will also assist in all aspects of the Legal Department when required.

Responsible to: Team Leader - Data Compliance

KEY RESPONSIBILITIES

- Working with Legal managers and teams to implement GDPR and Data Protection compliant remedial solutions
- Assist in performing basic office duties such as scanning, photocopying and post duties, as required.
- Gain a good working knowledge of GDPR. Independent learning and development will be necessary.
- Supporting the Data Compliance Team with all data protection duties and updating spreadsheets on a regular basis.
- Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.
- At all times comply with company policies, procedures and instructions.
- Implement new ideas and methods and continue to seek ways of both improving contribution to the organisation's goals and enhancing the reputation of the company.
- Other administrative duties as reasonably required by the Department Head.



THE PERSON

What kind of person are we looking for?

- Ability to work under pressure, to meet deadlines and to prioritise
- Ability to deal with confidential information
- Ability to work with a wide variety of people.
- Computer skills including use of Microsoft Office including Word and Excel
- Good office administrative skills
- Ability to work independently and manage own workload
- Excellent spoken and written English
- 5 GCSEs A*-C is required

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.