



CONSTRUCTION & SALES ADMINISTRATOR



ABOUT THE ROLE

Based out of the divisional office, the Construction & Sales Administrator provides general administrative support to the Construction and Sales Teams – both within the divisional office, and out in the field at our developments. They will work closely with the relevant departmental directors, as well as the divisional administration team to ensure that administration tasks are completed accurately, at pace, and to high standards.

Responsible for: No direct reports

Responsible to: Office Manager

KEY RESPONSIBILITIES

1. SALES

- Support the Area Sales Managers in the calculation and communication of monthly commissions for Sales Consultants.
- Provide support to the Area Sales Managers / Marketing Manager with the organisation of key celebratory functions; including liaising with venues, and ordering items (e.g. flowers, catering, hampers, etc).
- Assist the Sales Director with the relevant preparation for the Sales Meeting; including liaising with the venue, collating slide decks, and preparing certificates / awards.
- Support the Area Sales Managers with updating the Sales Consultant training manuals, to ensure that it continues to reflect best practice.
- Run weekly reports from the Orbis system to identify who is / isn't logging into the lone working system; escalating to the Area Sales Managers accordingly; whilst also managing the payments and maintenance.
- Liaise with the relevant providers to ensure that the broadband and telephone lines in our Sales Centres are installed, maintained and billed appropriately.

2. CONSTRUCTION

- Maintain the Construction team training matrix to ensure that it remains up-to-date and accurate.

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- Build strong working relationships with the Learning & Development team to ensure that job-related training is completed by all relevant construction team members.
 - Support the Area Construction Managers with the administration for the Considerate Construction Scheme (CCS) and internal Health, Safety & Environment (HS&E) related tasks; including celebrating success using the intranet.
 - Answer telephone calls relating to the Construction team; forwarding the queries to the relevant parties, or answering where possible.
 - Support the Area Construction Managers with the administration related to people-management; including support with meeting management, management of the Construction Zoom account, and support with the Your Redrow system.
 - Support the Construction Secretary with their workload, as appropriate.

3. GENERAL ADMINISTRATION

- Complete general administrative duties, such as typing, photocopying, scanning, note-taking, for the Sales and Construction teams.
- Support the Sales Director and Construction Director in gathering relevant information and generating slides for the monthly board report.
- Own the ordering of uniform and name badge process for Sales and Construction; including taking regular stock counts.
- Support the Office Manager and administration team in maintaining a tidy office environment.
- Manage the 'overheads system' for the Sales and Construction teams.
- Provide cover for the divisional Reception desk, as and when required.
- Support with the administration around new starter onboarding; including liaison with HR, arranging induction, and ordering of new starter 'goody bags'.
- Take deliveries for the Sales and Construction teams; distributing the contents to the relevant parties in a timely manner.
- Work alongside another Administrator to maintain up-to-date records of all divisional item equipment and where it's assigned.
- Provide holiday cover for the Construction Secretary and Administration team, where needed.

4. MISCELLANEOUS

- Manage and maintain effective filing systems in Sales and Construction; ensuring that filing is completed on a regular basis so all files are kept up to date.
- Ensure familiarity with Redrow's Health, Safety & Environmental (HS&E) policies and comply with the relevant employee responsibilities.
- Contribute to business improvement activities, and actively work to protect and enhance the reputation of the company, by putting forward new ideas and, when requested to do so, implementing change.



THE PERSON

What kind of person are we looking for?

- Calm, understanding empathetic
- Organised
- Able to communicate clearly and effectively to all personnel
- Previous administration experience
- Literate in the use of IT
- Manages time effectively
- Able to support the various departments with their admin duties

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.