

REDROW HOMES – ADMINISTRATION APPRENTICE

ABOUT REDROW HOMES

Redrow is the UK's fastest growing house builder.

Our purpose is to create a better way for people to live. We care about the quality of homes we build, the people who help us build them, the communities we create and the societies in which we live.

We are looking for high performing people looking to build a career with Redrow. At Redrow you will be part of a business that recognises achievement.

Job Purpose:

To provide administration support and to work with colleagues to deliver a comprehensive service.

Scope:

The person must be reliable, enthusiastic and conscientious whilst displaying common sense and flexibility in supporting the department.

Key Responsibilities:

- To provide cover for the main reception, this will involve greeting visitors, answering a high volume telephone calls, setting up and clearing meeting rooms
- To provide administrative assistance to the department and other departments where required.
- To assist with photocopying and collation of material including high volume scanning and shredding.

- Raise purchase orders using in house system.
- To ensure that there is sufficient stationery and required supplies within the Department and to reorder as and when required.
- Departmental filing on a regular basis including uploading onto electronic document management system
- Ensure familiarity with Redrow's Group 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 the contribution to the organisation's goals and enhancing the reputation of the company.
- To identify the need for improved office procedures.
- Other ad hoc duties as required

These are illustrative duties and the post holder will be expected to become involved in a range of work to enable the region to respond effectively to the requirements of the business.