**Redrow Homes**

**CONSTRUCTION DEPARMENT ADMINISTRATOR**

**About Redrow Homes**

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

Redrow is the UK’s fastest growing house builder.

We are looking for an individual to provide strong administration support to the Construction Team based within the Divisional office.

At Redrow you will be part of a business that recognises achievement.

**The Role**

1. Full administration support for the department and Head of Department

Department administration duties include:

* Plan and organise manager’s work schedule to maximise their use of time, allowing adequate time for meetings to ensure that their day runs smoothly and they have achieved all they have planned to.
* Travel planning and booking accommodation as required.
* Handle all phone calls and mail, screening as appropriate to ensure manager’s time is used efficiently.
* Ensure that the production of typing, including Board Reports, photocopying and scanning is accurately presented in a professional style and is in line with company procedures.
* Powerpoint presentations.
* Arrange meetings and seminars, ensuring as appropriate that participants have all relevant papers in advance.
* Take any relevant training appropriate to the role.

2. Manage and maintain an effective site filing system, ensuring that filing is completed on a regular basis so all files are kept up to date.

3. Maintain status information sheets regarding progress of various aspects of the Departments role.

4. Issue Departmental information as required to the rest of the Group.

5. Ensure familiarity with Redrow Group’s Health, Safety and Environmental policies and comply with employee responsibilities.

6. At all times comply with company policies, procedures and instructions.

7. General administrative duties for the department and support for other Departments as required.

8. Other administrative duties as reasonably required by the Department Head.

9. Contribute to improving the business, protecting and enhancing the reputation of the company, by putting forward new ideas and, when requested to do so, implementing change.