Redrow Homes - Departmental Secretary

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 the Head of Department with full secretarial support and to provide administration support to the Department. To work as an integral part of the team and to ensure the smooth running of the Department. To support Head of Construction and site requirements. Support and cover reception where required.

Scope: The job holder will be providing a range of secretarial/administrative services within the department as well as providing a central point of contact within the Department.

Key Responsibilities:

1.   Full secretarial support to the Head of Department. This includes:

- 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 faxing 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; and

- Taking minutes at meetings, transcribe and present back to attendees accurately and in the appropriate format.

2. Manage and maintain an effective 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. 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.

8. General secretarial duties for various departments and support for other Departments & reception as required.

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

Working Relationships:

Effective working relationships are an essential part of daily working life.
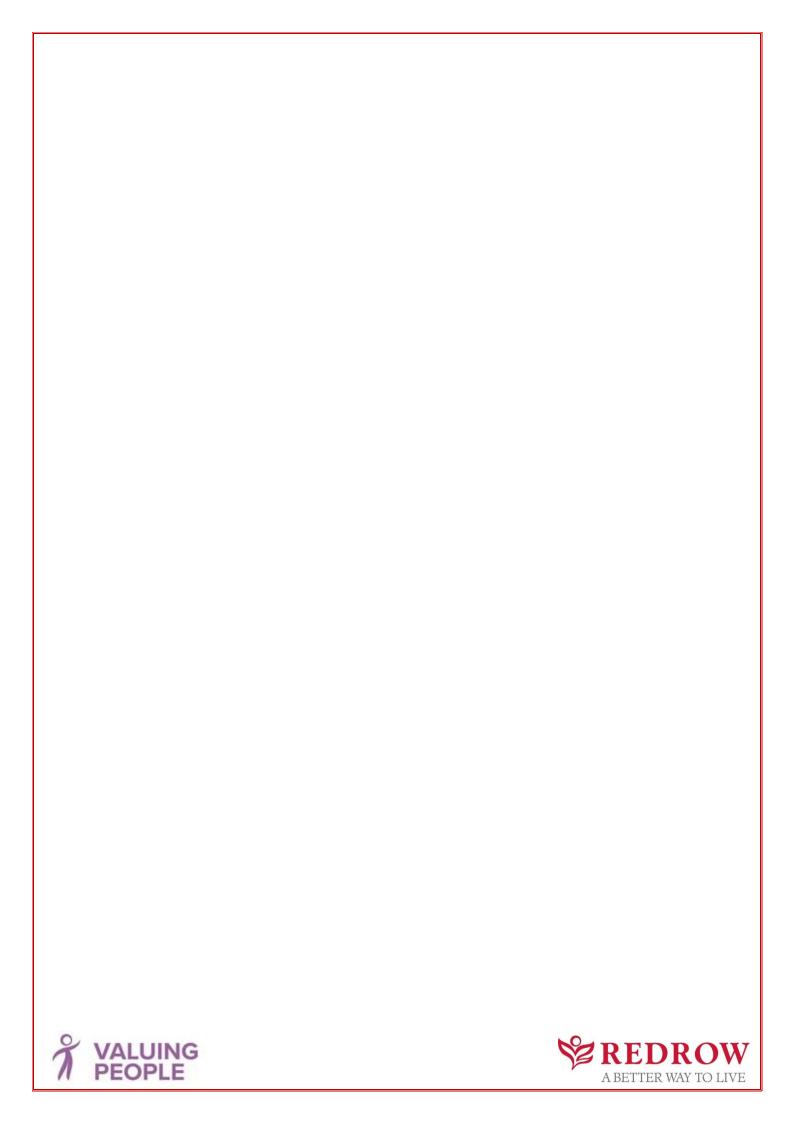The focus in this role is both:

Internal: Colleagues within Operating Division

External: Develop an awareness and understanding of Head of Department's external contacts in order to efficiently perform key responsibilities of the position.

These are illustrative duties and the post holder will be expected to become involved in a range of other duties as reasonably required by the Divisional Managing/Regional Director.

Working Relationships:
Effective working relationships are an essential part of daily working life. The focus in this role is both:-
Internal: Colleagues within Homes Division; and
External: Consultants, managers in both Local Authorities and Statutory Bodies.

Decision Making Authority:
◎ Appointment of Consultants in consultation with line manager
◎ Agreement of fees for consultants in line with budget
◎ Agreement of details with statutory authorities
◎ Design within budget set by others and report any overspend to Design Manager.

These are illustrative duties and the post 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.