



ADMINISTRATION APPRENTICE



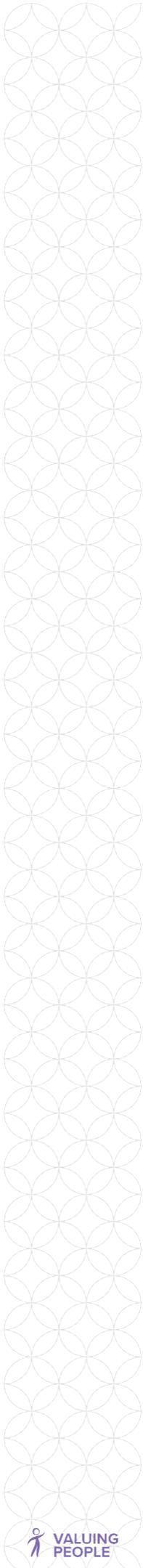
ABOUT THE ROLE

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

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 and answering a high volume telephone calls.
- To provide administrative assistance to the department.
- To assist with administration arrangements with company cars using online systems.
- To assist with photocopying and collation of material including high volume scanning.
- To ensure that there is sufficient stationery 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.



THE PERSON

- Have 5 GCSEs including grade 4 (GCSE grade C) in English and Maths or equivalent.
- Willing to undertake training/ a qualification in business administration.
- Able to work in a team as well as on your own initiative.
- Willing to learn.
- Able to follow instructions.
- Good level of interpersonal skills.
- Able to communicate clearly and effectively.
- Organised
- IT literate – basic knowledge of Microsoft based packages.

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.