



ADMINISTRATOR



ABOUT THE ROLE

We are looking for an individual to provide strong administration support to a variety of departments within the Divisional Office

Reports to: Office/Manager

KEY RESPONSIBILITIES

1. Administration Support

- Travel planning and booking accommodation as required.
- Handle phone calls and mail, screening as appropriate to ensure Heads of Department time is used efficiently.
- Ensure that the production of typing, including 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 a relevant training appropriate to the role.

2. Filing

- 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. Reception

- Reception duties including appropriately handling phone calls and visitor liaison. Other reception duties include;
 - Open the morning post and distribute to appropriate departments
 - Ensure post is picked up at appropriate times
 - Arrange couriers for urgent packages
 - Maintain log of staff in the building and visitors signing in/out book.
 - Receive goods/services into reception and keep a log of deliveries/attendance
 - Book meeting internal meeting rooms and make sure they are set up for each meeting.

4. General

- General administrative duties and support to the Division
- Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.
- At all-times comply with company policies, procedures and instructions.
- 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.

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.