**ABOUT THE ROLE**

Redrow Homes are looking for an individual who is passionate about supporting others in an office environment. Working as an apprentice you will support with the day to day running of a busy office undertaking varies administration duties on a day to day basis. The successful candidate would need excellent communication and IT skills. As part of the apprenticeship you will be studying a L3 Business Administration with one of Redrows chosen training partners.

Redrow has a proud reputation for building distinctive and high quality homes across England and Wales. We have 16 different departments who all work together to complete one goal, and that is to effectively Design, Build and Sell luxury homes.

As an apprentice with Redrow, you will join an exciting team, fulfil your passion and start gaining skills needed to build an exciting career. If you want to start earning while gaining the skills, and qualifications, then Redrow’s Apprentice program is perfect for you!

Responsible for:

Responsible to: Office Manager

**KEY RESPONSIBILITIES**

To provide administration support within an office setting by:

* Answer the telephone / take messages
* Typing, photocopying, scanning and laminating.
* Greeting visitors in a professional and courteous manner and calls.
* Raise purchase orders using in-house system.
* Monitor stationary and reorder as required
* To ensure the reception area and meeting rooms are tidy.
* Receive goods/services into reception and keep a log of deliveries.
* To monitor and process post both in and out
* Assisting the Senior Secretary and other departments with mail-shots, reports, presentations, etc.
* Support with administrative assistance to various departments within the divisional office.
* 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 instruction.

**THE PERSON (Essential)**

* IT literate with a good understanding of Microsoft Office packages
* 5 GCSEs including Maths and English at grade 4 or above (Grade C+) or an equivalent
* Willing to learn
* Excellent verbal and written communication skills
* Ability to take on instructions
* Excellent organizational skills
* Able to work in both a teams as well as own initiative
* Able to work to tight deadlines in a pressured environment

**THE PERSON (Desirable)**

* Previous experience of working within an office (paid or voluntary)