



SENIOR SECRETARY



ABOUT THE ROLE

The Senior Secretary will provide the HR Director with full secretarial support and to provide administration support to the HR Department. To work as an integral part of the team and to ensure the smooth running of the HR Department.

Responsible to: HR Director

KEY RESPONSIBILITIES

1. FULL SECRETARIAL SUPPORT TO THE HR DIRECTOR

- Plan and organise the Director's (and the Head of Department's calendars as appropriate) 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 director's and manager's time is used efficiently;
- Ensure that the production of collating and typing, photocopying and scanning is accurately presented in a professional style and is in line with company procedures;
- Collate and ensure that all reports including, Main Board and Executive Reports are produced accurately and in a timely manner;
- Preparation and editing of Powerpoint presentations;
- Arrange meetings and seminars, ensuring venue, presenters and attendees' availability and that participants have all relevant papers in advance as appropriate; and
- Taking action points at internal meetings, transcribe and present back to attendees accurately and timely in the appropriate format.



2. ADMIN DUTIES/ASSISTING HEAD OF HR AND HR TEAM

- Manage and maintain an effective filing system, ensuring that filing is completed on a regular basis so all files are kept up to date.
- Secretarial support to the GPPP Governance committee.
- Secretarial and admin support to the Head of HR. Admin work is varied and includes some excel work, typing of reports, collating documents for meetings and proof reading; new MD's Induction days with HR/Group.
- Ad hoc admin support to assist Human Resource colleagues including handling phone calls, logging departmental purchase orders/invoices, assisting with document archiving/ retrieval, stationery ordering.
- Issue Departmental information as required to the rest of the Group.
- Other administrative duties as reasonably required by the HR Director and the Head of HR.

3. ADMIN DUTIES/ASSISTING THE TRUSTEES OF THE REDROW STAFF PENSION SCHEME (“RSPS”)

- RSPS role includes admin assistance to Pension Trustees, liaison with the Trustees and Scheme advisors, preparation of meeting packs, setting of meeting dates.

THE PERSON

What kind of person are we looking for?

- Organised
- Able to communicate clearly and effectively
- Previous secretarial or administrative experience
- Literate in the use of IT including proficiency in Word, Excel and Powerpoint
- Attention to detail
- Proactive and ability to use initiative
- Thrives under pressure
- Flexible approach

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.