

Job Title:	Secretary/Administrator
Business:	TW South Midlands
Location:	Milton Keynes
Reports to:	Commercial Director

DUTIES AND RESPONSIBILITIES:

The Secretary/Administrator shall:

- (a) Give full administration/secretarial support to the Director/Manager of the Department for which she is employed to ensure the efficient and smooth running of the Department, having regard to the requirements of the Company as a private enterprise house building company.
- (b) Posses a working knowledge and understanding of the structure of the Company; its site operations and the relationship of the Company to other sister companies within the George Wimpey Group of Companies.
- (c) Conduct herself in a proficient and professional manner in liaising with all levels of management within both the Company, the other subsidiary companies within the Division and the Divisional Board.
- (d) Possess a full working knowledge of all equipment as provided by the Company for the proper performance of the secretarial duties including typewriters; electronic typewriters; word processors; computers; franking machines; photocopiers; fax machines and such other equipment or machinery as is provided buy the Company to enable the Department to discharge its responsibilities.
- (e) Posses an ability to undertake audio work and demonstrate such ability with the presentation of all work in a prompt proficient and professional manner.
- (f) To open the daily post and distribute it to relevant departments.
- (g) To cover for the Telephonist/Receptionist during break / lunch times / holidays.
 - i) Demonstrate understanding and competence in the operation of the Company's telephone switchboard system.
 - ii) As appropriate, to take messages and to ensure that messages are passed on at the earliest opportunity to whom they are directed.
 - iii) Notify, as soon as possible, those persons within the office for whom visitors have arrived and, so far as is possible, ensure that no visitor is kept waiting any undue length of time.
 - iv) Be conversant with the Company's fire, safety and booking in procedures and ensure that at all times visitors to the offices follow the booking in procedures fully, including (but not limited to) the issuing of visitor/engineer identification tags. When visitors leave the premises to ensure that the tag is collected back and that all appropriate information is fully completed.
- (h) Possess an understanding of any Divisional Disciplines or procedures that may apply to the Department and ensure that as far as she is able these are adhered to.
- (i) Pay full regard to the responsibilities imposed by the Health & Safety at Work etc., Act of 1974 in relation to everyone employed by the Company.

- (j) At all times to conduct herself in a manner befitting a Secretary/Administrator within a major group of companies and treat other members of staff and the other persons with whom she has dealings in the way that she herself expects to be treated.
- (k) Undertake other administrative work as may be reasonably required from time to time by the Legal Manager which is in support of/and ancillary to the Legal Manager's general administrative duties.
- (l) Compile data and using existing Company procedures both through Company software systems and filing records to support the administrative duties set out above.
- (m) Attend Company meetings and/or Company training courses reasonably necessary to implement the administrative duties.

Desirable Duties – Knowledge of Commercial Department:

- (a) Sending out and compiling sub-contract and material enquiries.
- (b) Assisting the Tender analysis.
- (c) Supporting Health & Safety process through maintaining sub-contract supplier records.
- (d) General administration including: compiling valuation meeting reports, maintaining commercial files and cost documentation, letters, record keeping.
- (e) Assisting in placing sub-contract and supplier orders.
- (f) Maintaining Commercial Department daily calendar.

INTERPRETATION OF WORDS:

In this Job Specification the masculine includes the feminine and vice versa and the designation Department Director includes Manager of the Department or vice versa.

If you wish to be considered for this role then please apply to Mark Nickols at Mark.Nickols@taylorwimpey.com , Commercial Director by 5 February 2010.