**Secretary**

We have a fantastic opportunity for an experienced Secretary to join our Team.

We are looking for a highly organised, confident and self-motivated Secretary to ensure the effective and accurate processing of correspondence, documents and systems for the Technical Director, together with providing secretarial support to the Technical Team. The job has a key role in managing the smooth running of the Department.

**The Role:**

* Organise and maintain management of electronic diary for the Technical Director.
* Filter incoming telephone calls for Director and message take as necessary.
* Receive calls for team when absent and take messages accordingly.
* Open, date stamp and distribute incoming post for the Department.
* Access and review Director’s emails, sorting, prioritising and replying as required.
* Undertake photocopying and arrange printing as necessary.
* Attend meetings when required to record accurate Minutes and distribute.
* When requested to undertake dictated and drafted typing and respond to correspondence as necessary.
* Prepare draft reports/statements as required.
* Liaise with SAP advisors and air test consultants for house sign off to enable building regulation sign off.
* Ensure the appropriate level of administrative support for the team.
* Overall responsibility for maintaining records, archiving and filing.
* Accurate record keeping for departmental Annual Leave
* Maintain fee tracker, record invoices, distribute for signing and return to Accounts Dept.
* Raise cheques with Accounts as required.
* Order stationery supplies for department.
* Ensure photocopiers/printers/fax machines are in good working order.
* Work with other departments to ensure all business requirements are delivered.
* Organise 3rd party sign off and liaise between Technical and Commercial Departments.
* Arrange internal/external meetings and Corporate events.
* Organise accommodation reservations as and when required.
* Book meeting rooms, provide refreshments and arrange hospitality as necessary.
* Update and maintain consultants contacts list and database including insurances and consultant appointments.
* Maintain high standard of customer care in dealing with visitors and professional colleagues.
* Maintain current policies and procedures in place.

**The Person:**

* Proven administrative/secretarial experience
* Excellent knowledge of MS Word, Excel, Outlook and PowerPoint related software applications.
* Shorthand/Speedwriting and audio skills would be an advantage
* Be self-motivated
* Good interpersonal skills.
* Ability to work with highly confidential matters.
* Be pro-active to work in at team to achieve company goals.
* Excellent organisational skills and accuracy.

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

If you are successful at interview and the Company considers making an offer of employment, you may be asked to give your consent to the following pre-employment check[s] being undertaken by our third party provider, Experian (or any other appropriate third party provider that the Company chooses to engage).

The type of checks made will depend on the role in question but may include any or all of the following

Criminal records (DBS);

Credit reference

DVLA

The purpose of such checks will be to assess your suitability for the role. If it subsequently transpires that you have given incorrect, false or misleading information, your application will not be taken further.

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

**Internal applicants – please advise your Line Manager if applying for this role.**