**Commercial Secretary / Options Co-Ordinator**

To deliver efficient, customer focused, professional administration support to the Commercial department this position is vital in assisting the management and smooth running of the department. The successful applicant will be responsible for the pricing, set up, maintenance and delivery of all customer option selections via the COINS, eXit and Options Online IT systems.

**The Role:**

Options Co-ordinator:

* Set up, maintain and manage the whole end-to-end purchaser Options specification selection and delivery experience.
* Set up Options on the Business IT management tool for all sites to meet sales opening deadlines and be the primary point of contact for all internal and external customers for options related matters.
* To provide IT system training to new and existing sales negotiators as necessary.
* Liaise with sales / marketing to assist in the upkeep and maintenance of the BU Options Brochure.
* Tender, collate, analyse, review drawings & place orders for all supplier and subcontractor prices for customer options in a timely manner.
* Prepare financial reports on the performance of Options to the BU Management Team and identify new & existing Options for review.

Commercial Secretary:

* All general secretarial duties – including, but not limited to:
* Typing, photocopying, archiving/filing, assisting with diary management, organising meetings & corporate events, recording holidays/sickness, managing post and organising departmental training.
* Assisting in setting up accounts for new subcontractors and suppliers, plus managing Framework Agreements.
* Maintain the insurance & self-billing database, including chasing subcontractors for replies.
* Managing NHBC registrations to meet the build programme.
* Arranging CSCS tests and monitoring the expiry of the departments cards.
* Maintaining waste management records, including collecting subcontractor’s information as required.
* Processing adhoc orders on COINS when required.
* Providing switchboard cover to the rota & when required (primarily to cover lunch & coffee breaks).

**The Person:**

* Organisational / administration background
* Demonstrated excellent maths and written English skills, good PC understanding including MS work, Excel, Outlook, PowerPoint ability to learn and operate relevant IT tools and procedural systems.
* Previously worked in a time critical environment, able to multi-task, prioritise workload and to achieve deadlines
* Honesty, reliability, enthusiasm, attention to detail and accuracy
* Experience of working in a team environment with good communication skills, both written and verbal.

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

**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.**