**Part-Time Options Coordinator (3 Days per Week)**

At Taylor Wimpey we're all about providing quality to our customers, and amazing sales and service is at our core.

We're looking for an experienced and talented Options Coordinator to support the Commercial Team.

Working closely with the Commercial Director you will take ownership for the delivery of options in con-junction with both EXIT and COINS IT systems.

**The Role:**

* Take ownership of the development and management of the Exit system
* Become the reference point for all internal and external parties regarding options.
* Manage the options process from set up to delivery of all options in plot sales.
* Ensure all orders are processed within agreed timescales and distributed to all parties in the correct format
* Ensure all administrative and reporting requirements are met according to company policies and agreed time frames.
* Undertake monthly review of profitability and Options take up.
* Negotiate all supplier/subcontractor costs and selling prices.
* Liaise with sales and assist with the production and maintaining of Regional Options manual to provide sales executives with current product information.
* Undertake management of payment queries/disputes
* Undertake specific projects within the Sales & Marketing department.

**The Person:**

* High levels of self-management within the targets set by the Commercial and Sales & Marketing Director.
* Contribute to the development of Options including product availability and profitability .
* Extensive knowledge of Options and Show areas.
* Functionality of the Exit System.
* Smooth delivery of options on site within agreed timescales to ensure good customer care is achieved.
* Options profitability in conjunction with the Commercial Director.
* Full driving licence and the ownership of a car.

**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.