Key facts

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| Job title: | Administrative Assistant | Location: | Bordon, Hampshire |
| Business: | Whitehill and Bordon Regeneration Company | Report to: | Project Team |

Whitehill and Bordon Regeneration Company, a Taylor Wimpey and Dorchester joint venture, is responsible for the redevelopment of Prince Philip Barracks, Bordon. Outline planning permission has been obtained to develop up to 2.400 homes and a new town centre. The former army site will be redeveloped when Bordon Garrison closes later this year over a 15 year period.

The purpose of the role

To provide administration and organisational support to the small project team.

Key accountabilities

* Be the first port of call for any office visitors from the community, dealing with their queries/ issues.
* Organise project/company meetings and diaries.
* Have ownership of and manage project control documents.
* Prepare authorisation forms and other paperwork as required.
* Organising community events such as annual fireworks display.
* Maintenance of records and filing for the team.
* Manage team email accounts if needed.
* Any other ad hoc tasks or projects as required by the project team.
* Primary network: who you will work with

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| Internal: | Board members  Project Director  Strategic Infrastructure Director  Graduate Trainee |
| External: | Consultants  Local Stakeholders  Local residents |

Key competencies

**Planned and Organised** – Worksmartly, efficiently and manage their time well. Work in a structured way.

**Develop Relationships –** Build positive and trusted relationships.

**Thoroughness** – Attention to detail in work tasks.

Key experience

* Secretarial/Administrative background or similar
* Microsoft Outlook, Word, Excel and PowerPoint Literate
* Knowledge of MS Project preferable but not necessary
* Experience of event management preferable but not necessary
* Ability to work in Bordon

Personal attributes

Is determined to see things through to the end; has a positive, enthusiastic approach; willing to accept new challenges, sets high and demanding personal goals; strives to fulfil their potential.

* Have a ‘Can Do’ attitude and motivation to work in a team to achieve company goals
* Flexible and co-operative attitude towards work
* Friendly, polite and enthusiastic
* Good interpersonal skills
* Strong written and verbal communication skills

If you would like to be considered for this role then please send your CV to Ravail Marwaha, [ravail.marwaha@taylorwimpey.com](mailto:ravail.marwaha@taylorwimpey.com) by Friday 29 May 2015.