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| Job Title: | COMMERCIAL SECRETARY |
| **Business:** | **TW South East** |
| **Location:** | **Hildenborough** |
| **Reports to:** | **Commercial Director****/Executive Secretary** |
| **Direct Reports:** |  - |
| **Main Interfaces** | Commercial Director | Commercial Team | Other departmental Secretaries |

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| Overall Purpose |
| * The job has a key role managing the smooth running of the Department.
* To ensure the effective and accurate processing of the Commercial Director’s correspondence, documents and systems in line with their business needs, together with providing secretarial support to the Commercial Manager, Quantity Surveyors and Buyers.
* To provide switchboard cover on an ad hoc basis, primarily to cover lunch and coffee breaks as required.
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| Key Activities |
| * General secretarial duties, including typing, photocopying, etc.,
* Diary management for the Commercial Director
* Maintenance of records, filing and archiving
* Telephone liaison and message taking
* Registration of new Framework Agreements
* Maintenance of Insurance Database
* Accessing and Reviewing Director’s emails, sorting, prioritising and replying if necessary
* Sorting and distributing the Department’s post, prioritising and ensuring anything requiring urgent attention is brought to attention
* Arranging internal / external meetings and Corporate events
* Accommodation reservations
* Organising training for office based staff
* Recording Departmental holiday and sickness records
* NHBC registrations
* Set up accounts for new subcontractors
* Process ad hoc orders on COINS
* Arranging CSCS tests and monitoring the expiry of the departmental cards
* Maintain waste management details
* Be on hand to provide support and assistance to other Departments, Secretaries and reception as required
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| Key Experience |
| * Competent PC skills, including MS Word, Excel, Outlook, PowerPoint
* Typing speed of minimum 60 wpm
* Shorthand / Speedwriting skills would be an advantage
* Must have good administrative and organisational skills
* Ability to multi-task and be able to prioritise workload
* Confident with telephone work
* Ability to work under pressure and to deadlines
* Ability to prioritise and manage time effectively
* First class communication skills, written and verbal
* Attention to detail
* Used to working within a fast paced and pressurised office
* Hospitality / housekeeping (arrange refreshments etc.)
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| Personal Attributes |
| The successful candidate needs to be:* Determined to see things through
* Has a positive, enthusiastic approach
* Is willing to accept new challenges, sets high and demanding personal goals
* Strives to fulfil their potential and self-develop.
* Has a ‘Can Do’ attitude and motivation to work in a team to achieve Company goals
* Flexible and co-operative attitude towards work and working hours
* Friendly, polite and enthusiastic
* Good interpersonal skills
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If you are interested in this role please send your Curriculum Vitae to neil.dearmer@taylorwimpey.com to arrive by Wednesday 3rd April 2015.