**Executive Secretary**

We have a fantastic opportunity for an experienced Executive Secretary to join our Team within Taylor Wimpey North Thames in Borehamwood.

We are looking for a highly organised, confident and self-motivated Executive Secretary to deliver an efficient, customer-focused and professional secretarial service.

Demonstrating a real pride and passion for what you do, with the ability to build rapport and long term relationships, your role will be responsible for, but not limited to ensuring the effective and accurate processing of the Directors’ correspondence, emails, telephone calls and systems, in line with their business needs whilst having the ability to multi-task and to prioritise workload.

**The Role:**

* Accessing and reviewing all correspondence including e-mails, sorting, prioritising and replying as necessary, in a timely and professional manner.
* Extensive diary management, booking accommodation, meeting rooms and venues and arranging hospitality as necessary.
* Preparing reports, agendas, minute taking, monitoring and following up on actions and creating presentations.
* Interaction, assistance and liaison with wide variety of employees and senior managers including Head of functions and Senior Managers
* Implementing and maintaining procedures and processes to improve service delivery to all key contacts.
* Action HR procedures and follow them up afterwards. Taking care of new starters and leavers, preparing offer packs and references. Liaising with payroll to ensure a smooth entry/departure from the business.
* Manage sickness on a weekly basis using internal system and external Bupa system.
* Social and Charity Committee.
* Working for Board of Management when required, on confidential issues.
* Dealing with customer complaints, following them up afterwards and ensuring the correct procedures have been followed.

**The Person:**

* Competent PC skills, including MS Word, Excel, Outlook, PowerPoint
* Must have exceptional administrative and organisations skills, ability to multi-task and be able to prioritise workload
* A natural and engaging communication style, demonstrating a passion and excellence for customer service, developing relationships both internally and externally
* Excellent telephone manner is essential
* Must be a self-starter, and able to be extremely flexible with regards to daily work
* Ability to work under pressure and demonstrate complete confidentiality
* Minimum 50 wpm typing, including audio typing
* Hospitality/housekeeping (arrange refreshments etc.)

**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.

If you wish to be considered for this role then please apply in writing to [peter.gurr@taylorwimpey.com](mailto:peter.gurr@taylorwimpey.com)

for the attention of Mr Peter Gurr, Managing Director**.**

**Closing date: Friday 9th October 2015**

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