Key facts

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| Job title: | Planning PA & Administrator (Part time) | Location: | Warrington |
| Business: | TW North West | Report to: | Head of Planning |

The purpose of the role

* Assisting, in a professional, timely and economic manner, with the provision of secretarial and office management services, including specific assistant PA duties.
* To provide administration support to the Head of Planning.

Key activities: What you will do

**General PA duties, including:**

* Accessing and reviewing e-mails, sorting, prioritising and replying as necessary.
* Diary Management, booking meeting rooms and venues, providing refreshments and arranging hospitality as necessary.
* Making and co-ordination travel arrangements.
* Interaction and liaison with external customers.
* Interaction with wider Taylor Wimpey teams as required.

**Administration duties, including:**

* Filing and record management.

Primary network: Who you will work with

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| --- | --- |
| Internal: | Head of PlanningBusiness UnitsHead Office Departments |
| External: | External Suppliers |

Key competencies

* Decision making.
* Interpersonal and communication skills.
* Energy and enthusiasm.
* A ‘customer orientated’ mind-set.
* Diligence and reliability.
* Time management.
* Thoroughness.
* Adaptability.
* Self-starter.
* Uses initiative.

Key experience

* Management of multiple concurrent activities.
* IT Literate (Microsoft Word, Excel and Outlook).
* Knowledge of planning is preferable.
* Proven Secretarial/Administrative experience.
* Dealing with internal and external customers and to build effective working relationships.

If you would like to be considered for this role, please send your CV to Ashton Tame (ashton.tame@taylorwimpey.com) by Friday 3 April 2015.