|  |  |
| --- | --- |
| Job Title: | Production Administrator |
| **Business:** | **Taylor Wimpey Exeter** |
| **Location:** | **Exeter** |
| **Reports to:** | **Production Director** |
| **Main Interfaces** | Production DirectorProduction Manager | Production Team |

|  |
| --- |
| Overall Purpose |
| To ensure the effective and accurate processing of the Production Director’s correspondence, documents and systems in line with their business needs, together with providing secretarial support to Production Manager and Site Managers. The job has a key role managing the smooth running of the Department. |
| Key Activities |
| * Diary management for the Production Director
* Maintenance of records and filing for the department
* Collation of reports for Board Meetings
* Telephone liaison and message taking for Production Director
* Registration of new plots with NHBC
* Apprenticeship Co-ordinator – Drive the recruitment process as well as monitor progress and apply for grants
* Update COINS with current build progress, programme changes and staff and process orders on COINS (training will be provided)
* Requesting and chasing plot electric and gas meter’s through Scottish Power
* Monitor and record the receipt of Build Completion Checklists and Build Mark Cover notes.
* Health, Safety & Environment Administrator – responding to and actioning requests from Head Office relating to Health, Safety and Environment
* Assisting with photocopying and general administrative tasks for office and site based staff
* 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, Corporate events and arranging refreshments, lunches and accommodation if needed
* Organising and monitoring training for office based and site staff and maintain the training schedule
* Organising set up of new sites including signage and IT/ Telephone line orders
* Ordering uniforms and PPE and maintain records of such
* Order, monitor and maintain mobile phone requirements for the region
* Weekly and monthly reporting for the Production Director and Production Managers
* Minutes taking for weekly Build/Sales meetings and key site Project meetings
* Be on hand to provide support and assistance to other Departments and Secretaries as required, inclusive of the Reception phone line.
 |
| Key Experience |
| * Excellent secretarial and IT skills, including MS Word, Excel, Outlook, PowerPoint
* Good copy typing skills
* Shorthand / Speedwriting would be an advantage
* Must have good administrative and organisational skills
* 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.)
 |
| Personal Attributes |
| Is determined to see things through; has a positive, enthusiastic approach; willing to accept new challenges, sets high and demanding personal goals; strives to fulfil their potential and self-develop.* 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
 |

If you are interested in this role please send your CV in the first instance to Peter Holman at peter.holman@taylorwimpey.com on or before the 25 May 2015.