**Technical Administrator**

An exciting opportunity has arisen for a motivated Technical Administrator to join our Technical team, where full training will be provided.

The successful candidate will assist with the administration, preparation and, submission of planning applications, planning conditions, viabilities, house type matters, building control (NHBC).

You will also assist in the provision of consultant and contractor orders; Reconciling payments against COINS orders and record and log order and payment activity, undertaking general administrative duties.

This is a chance for a highly organised and efficient professional with accuracy, neatness and the ability to operate under pressure situation.

**The Role:**

* Prepare Tender Documents, Tender and Selection and appointment of consultant team paperwork.
* Provision of “COINS” orders and payment administration of fees against budgets
* Rising of Local Payment (Cheques)
* Keeping logs and records of consultants orders and payments
* Keeping logs of payment and deposits sent out of the technical business
* Administration and uploading of information to NHBC portal (Air Tests, Energy Certificates)
* Assist in the preparation of as built drawing packages
* Assist in the preparation, collating and assembly of production packs and drawings.
* Updating the Taylor Wimpey Coming Soon Web Site and Details
* Assist in the preparation and organisation of Community Consultations
* Assist in the preparation of housing schedules (information schedules) usually on MS Excel.
* Manage and keep the IT running in the technical department (Including the provisions of supplies like paper, inks and toners)
* Assist in the chasing of documentation from consultants (insurances and like)
* Assist in the chasing of planners, highway officers and authority individuals.

**The Person:**

* Contributes to the development of the Technical Department
* Team co-ordination and co-operation with others
* Efficiency of undertaking set administration roles
* Organisational skills
* The role may involve limited travel which requires a full driving licence.
* MS Office and MS Outlook skills essential, MS Access is desirable but not essential

**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.