

<b>Job Title:</b>	<b>Production Secretary</b>
<b>Business:</b>	<b>Taylor Wimpey South West Thames</b>
<b>Location:</b>	<b>Leatherhead - Office based</b>
<b>Direct Reports:</b>	<b>Production Director</b>
<b>Main Interfaces:</b>	<b>Senior Production Manager Building Manager</b>

#### **Overall Purpose**

To provide efficient and effective secretarial support to the Production Director and Production Team

#### **Key Activities**

##### **Secretarial duties**

- Diary management for Production Director
- Undertake all departmental typing
- Maintain accurate filing system
- Sorting and distributing the Department's post promptly, prioritising and ensuring anything requiring urgent action is brought to someone's attention thus enabling prompt action to be taken
- Maintain accurate holiday and sickness records including weekly return to Human Resources
- Health and Safety administration
- Assist Customer Services with administrative duties

##### **Production Team Support**

- Order all Production uniforms
- Ensure all developments have operational phone/fax lines, answerphone facilities and order new lines as necessary
- Tracking and booking all training for Production employees

##### **Personal Qualities**

- Good communication and telephone manner
- Excellent organisational skills both oral and written
- Excellent knowledge of Word, Excel and Power Point
- Basic understanding of CASA and COINS
- Capable of working to deadlines and using own initiative
- 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 and with a sense of humour
- Neat and conscientious in their work

**If you wish to be considered for this role then please apply to Sophie Steel, Executive Secretary by 17 March 2010 ([sophie.steel@taylorwimpey.com](mailto:sophie.steel@taylorwimpey.com))**