

Job Title:	HR SECRETARY / ADMINISTRATOR (6 month maternity cover)	
Business:	Taylor Wimpey UK	
Location:	High Wycombe	
Reports to:	HR Director	
Direct Reports:	-	
Main Interfaces	HR team Board of Directors Employees Employment agencies	External contacts Educational providers Public sector contacts Hospitality contacts

Overall Purpose
<p>To deliver an efficient, customer focused and professional HR administrative service.</p> <p>To ensure the effective and accurate processing of HR correspondence, documents and systems in line with the business needs.</p>

Key Activities
<p>Secretarial Processes</p> <ul style="list-style-type: none"> • Ensure that standard weekly / monthly processes are completed in good time • Typing and presentations • Diary and document management • Travel arrangements • Telephone liaison and message taking • Fielding queries from external companies

Key Activities
<p>Resourcing</p> <ul style="list-style-type: none"> • Responding to speculative enquiries • Scheduling interviews • Generating application and interview response letters • Completing graduate recruitment administration • Maintaining vacancies on intranet and internet • Processing offer letters and contracts • Calculating employee turnover statistics • Calculating redundancy calculations • Distributing and collating exit interview forms • Processing references

Employee Relations & Training
<ul style="list-style-type: none"> • Maintaining records • Typing confidential minutes where necessary • Typing legal agreements • Logging invoice details against budget • Completing training and development administration as required.

Welfare/ Administration
<ul style="list-style-type: none"> • Processing remuneration correspondence • Maintaining fuel records • Completing BUPA administration • Co-ordinating company health screening • Completing weekly location record • Maintaining departmental holiday records • Ordering stocks of corporate literature

- Ensuring deletion from non-relevant mailing lists
- Filing legal & training updates, journals etc.
- Archiving records and reports
- Any other duties as required to meet the needs of the business.
- Regularly reviewing existing procedures and suggesting improvements where possible

Key Competences

Teamwork

Willingness to work well in a team; encourages and adopts team goals; learns from others; actively encourages teamwork by providing support and assistance to others when they require it.

Personal Drive

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.

- ◆ Is prepared to use their initiative, a self-starter
- ◆ Takes changes and difficulties in their stride
- ◆ Sticks with tasks to the end, ensuring there are no loose ends, coping with setbacks
- ◆ Actively seeks opportunities for learning.

Customer Focus (Internal & External)

Committed to anticipating and seeking out customer needs both internally and externally; seeks and achieves total appreciation of customer's needs; provides highest level of service; actively builds close working relationships.

- ◆ Understands how the customer will judge TWUK by their personal performance/contact.
- ◆ Works to ensure customer service is an integrated part of his/her own work.
- ◆ Is flexible and responsive to customer needs.

Communication

Communicates clearly and concisely both orally and in writing; asks questions to understand their needs; gives clear instructions.

- ◆ Listens actively to others.
- ◆ Always presents views clearly, use of language is correct and appropriate to the audience.
- ◆ Communicates in a timely manner.

Key Experience

- ◆ Ability to work under pressure and demonstrate complete confidentiality
- ◆ Reliable, organised and has exceptional presentation skills
- ◆ Intermediate MS Word, Excel, Outlook, PowerPoint
- ◆ Demonstrates strong administrative and organisations skills, ability to multi-task and be able to prioritise workload
- ◆ Must be a self-starter, and able to be extremely flexible with regards to daily work
- ◆ Excellent telephone manner is essential.

If you would like to be considered for this role, please send your CV to Maria Pilfold, (Maria.Pilfold@taylorwimpey.com) by 8 February 2010.