

JOB DESCRIPTION

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| Job Title | Administrator |
| Reports to | Sales & Marketing Manager |
| Main Purpose of Job | To provide a high standard of administrative support to the Seaward team including occasional reception cover for Metro House. |

MAIN DUTIES & RESPONSIBILITIES

Administrative Support

- 1 Prepare and manage correspondence, reports, presentation documents and e-mails.
- 2 Provide support to the Contracts Department to ensure that the drawings register and materials order processing system is managed effectively.
- 3 Monitor and maintain the Defects Management System for new homes in liaison with the Contracts Manager to ensure that issues are dealt with in a timely and efficient manner.
- 4 Assist with the maintenance of up-to-date Health & Safety records for Seaward Head Office.
- 5 Update website and social media platforms as required.
- 6 Set up and maintain filing systems, locating files on request.
- 7 Organise meetings and take notes as required.
- 8 Maintain contact databases.
- 9 Answer telephones, give information to callers, take messages or transfer calls to appropriate individuals.
- 10 Undertake research to obtain required information, including internet searches.
- 11 Operate office equipment including photocopier and franking machine.
- 12 Monitor, order and store all stationery items for the office.
- 13 Prepare refreshments as required.
- 14 Provide occasional cover for Metro House Reception.

Any other reasonable duties as may be required from time to time.

This job description is subject to review on a regular basis and may be changed in consultation with the postholder.