



OFFICE MANAGER/PA

JOB DESCRIPTION

Creating Better Life Experiences.
One Home at a Time.

BLOOR HOMES[®]

Job title	Office Manager/PA
Department	Business Support
Responsible to	Regional Managing Director
Responsible for	Receptionists/Administrators

POSITION SUMMARY

To work closely with and assist the Regional Managing Director and other members of senior management within the region on the day-to-day operation of the regional office.

KEY WORKING RELATIONSHIPS

Regional Managing Director, Regional Office Managers, Senior Management and all other regional office staff.

MAIN DUTIES

1. Managing the diary of the Regional MD, including scheduling of internal and external meetings.
2. Managing incoming correspondence, re-directing as appropriate and drafting outgoing correspondence on own initiative for sign off.
3. Working on own initiative and liaising with other colleagues to resolve queries that arise.
4. Organising business travel arrangements, liaising with appropriate parties as required.
5. Liaising with internal and external contacts, as required.
6. Management of office maintenance contracts.
7. Typing letters, minutes, memos etc. including some spread sheet work.
8. Organising monthly management meetings, taking minutes and issuing.
9. Management of the Reception/Administration staff, ensuring a continuous and professional service.
10. Providing administrative support on behalf of HR for the region with recruitment, induction and correspondence.
11. Managing the holiday booking procedure for the region.
12. Carrying out the duties of a regional representative of the Data Compliance Office, as detailed in the Data Protection – Roles & Responsibilities Document.
13. Attending meetings that may be necessary in the performance of your duties.
14. Complying with and uphold company policies and procedures.
15. Undertaking any additional tasks as may reasonably be required from time to time.

It is a requirement of Bloor Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.