



# CONSTRUCTION SECRETARY

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## JOB DESCRIPTION

<b>Job title</b>	<b>Construction Secretary</b>
<b>Department</b>	Construction
<b>Responsible to</b>	Construction Director

### POSITION SUMMARY

To provide secretarial support to the regional Construction Director and administration support to the Construction Department.

### KEY WORKING RELATIONSHIPS

Construction Director, Contracts Managers, Customer Care Department, Site Managers and other Secretaries in the Regional Office

### MAIN DUTIES

1. Providing the Construction Director with full secretarial support, including typing correspondence, taking and distributing minutes, filing, diary and email management, and making appointments and travel arrangements as necessary.
2. Managing all construction administration including typing, filing, record keeping of uniforms and respective claims.
3. Ensuring all site offices are supplied with stationery, PPE and other resources requested.
4. Updating and maintaining records as appropriate.
5. Co-ordinating site signage orders with the Graphics Department
6. Producing accurate and timely reports and distributing as appropriate.
7. Ensuring up to date knowledge of all sites and house types within the region.
8. Accurately inputting data relating to build on to Sitestream database.
9. Providing support, as required, to other departmental secretaries including reception.
10. Attending meetings that may be necessary in the performance of your duties.
11. Complying with and upholding company policies and procedures.
12. 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.