



# DESIGN & TECHNICAL SECRETARY

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## JOB DESCRIPTION

Creating Better Life Experiences.  
One Home at a Time.

**BLOOR HOMES**<sup>®</sup>

<b>Job title</b>	<b>Design &amp; Technical Secretary</b>
<b>Department</b>	Design & Technical
<b>Responsible to</b>	Design & Technical Director

**POSITION SUMMARY**

To provide secretarial support to the regional Design & Technical Director and administration support to the department, as necessary.

**KEY WORKING RELATIONSHIPS**

Design & Technical team and regional Secretaries.

**MAIN DUTIES**

1. Typing correspondence, taking, and distributing minutes, filing and other general administrative tasks.
2. Managing the Design & Technical Director’s diary and email, making appointments and travel arrangements as necessary.
3. Updating and maintaining records as appropriate.
4. Collating information for various packs, such as legal packs, pre-start handover packs and NSSA packs.
5. Registration of new developments with various companies (i.e. EON, LEBC, NHBC).
6. Liaising with and tracking of Building Control and LABC certificates and issue to LABC and solicitors in time for completions.
7. Issuing of drawings and technical information, as required.
8. Obtaining MPAN and MPRN number from service companies and issuing to relevant parties.
9. Applying for, tracking, and paying for water connections and informing/issuing to relevant parties.
10. Providing support, as required, to other departmental secretaries including reception.
11. Attending meetings that may be necessary in the performance of your duties.
12. Complying with and upholding company policies and procedures.
13. 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.