

## JOB DESCRIPTION

- Job Title:** Office Apprentice
- Job Purpose:** To provide administration support and to work with colleagues to deliver a comprehensive service.
- Scope:** The person must be reliable, enthusiastic and conscientious whilst displaying common sense and flexibility in supporting the departments within the Division.

### Key Responsibilities

- To provide holiday and lunch time cover for Full Time Receptionist and to carry out the tasks and responsibilities associated with that role.
- To assist departments with their day to day administration tasks.
- To provide administrative assistance to the department when required.
- To assist with photocopying and collation of material.
- To ensure that there is sufficient stationery within the Division and to reorder as and when required.
- Departmental filing on a regular basis.
- Ensure familiarity with Redrow's Group Health, Safety and Environmental policies and comply with employee responsibilities.
- At all times comply with company policies, procedures and instructions.
- Implement new ideas and methods and continue to seek ways of both improving the contribution to the organisation's goals and enhancing the reputation of the company.
- To identify the need for improved office procedures.

**These are illustrative duties and the post holder will be expected to become involved in a range of work to enable the region to respond effectively to the requirements of the business.**