



Creating great homes together

Role Profile

Position

Executive Administrator – Homes and Places

Reporting to

Director of Sustainability and Investment

What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- You will provide administrative support at the highest levels of the organisation, working closely with leaders who specialise in the built environment and sustainability.
- A fast-paced environment that is focused on investment and sustainability, building new homes, making existing homes extremely low energy, and maximising the design and value of our whole estate.
- You will be an integral team member within the broader administrative network supporting the Executive Board, fostering cross-functional relationships throughout the organisation, to ensure tasks are carried out with maximum efficiency and effectiveness.
- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

What you are known for

- Excellent communication skills.
- Demonstrative accountability and a sense of pride in your work.
- Curiosity and a desire to learn.
- The ability to work effectively both independently and collaboratively within a team environment.
- Excellent attention to detail and eye for accuracy.

What you take care of

- Day to day you will provide direct administrative support for the Director of Sustainability and Investment, supporting diary management, email management and bookings.
- You will consistently collaborate with other administrative support personnel serving the Executive team to facilitate efficient communication and ensure seamless support.
- Supporting the AIC committee and other executive assistants/administrators in collaboration with the Governance team.
- Responsible for carrying out administrative tasks that assist in implementing the Homes and Places Plan, including but not limited to taking minutes and managing meeting administration.
- You will assist with reviews and internal processes related to the Homes and Places Plan, ensuring that the Director receives regular updates.
- When consultation events and community engagement occur, you will support on behalf of the Director, ensuring that outcomes are accurately documented and distributed for follow-up action.

What you need to be successful

- Proven administration and organisational skills.
- Adherence to upholding strict confidentiality in all Executive-related matters.
- Demonstrative accountability and the ability to effectively manages assigned responsibilities.
- Proficient in Microsoft Office suite with the capacity to quickly learn new software and systems.
- Demonstrates the ability to effectively manage competing priorities while consistently meet deadlines, as necessary.

- Ability to communicate effectively and confidently with colleagues, external stakeholders, and customers.

Qualifications required

Applicants with transferable skills are encouraged to apply.

- We value experience and ability to demonstrate capabilities developed. No formal qualifications are required for this role.

Approved: V1/1025079