

Job Title: Northern Trust Land Administrator/Secretary

Location: Northern Trust Land

Reports to: Mike Grindrod

Job Type: Full-time

Hours: 08:45 – 17:15

Job Purpose:

The Northern Trust Land Administrator/Secretary provides high-level administrative and operational support to the Land business, working closely with the Marketing department when required. This role is pivotal in ensuring the smooth delivery of core business functions, meetings, marketing coordination, and communications. You will be expected to take initiative, handle sensitive data with discretion, manage internal systems and trackers, and liaise confidently across departments and with external stakeholders.

Key Responsibilities:

Land Team Support

- Process and manage all Land-related invoices, including coding, logging, obtaining approvals, and liaising with external consultants and the accounts team.
- Maintain and regularly update internal spreadsheets and trackers (e.g. land acquisitions, planning updates, legal agreements).
- Coordinate internal and external meetings: book rooms, prepare agendas, take minutes, circulate and follow up on actions.
- Support submissions work, bid documentation, and visual presentation formatting.
- Liaise with planning authorities, external consultants, and other departments to collect key operational data.

Lanley Homes Support

- Support invoicing, document creation, and monthly marketing meetings.
- Prepare homeowner welcome packs and assist with aftersales coordination.
- Organise site visits and handovers, where required

Marketing & Website Support

- Assist with regular updates to the NT Land and Lanley Homes websites, including content gathering and uploading.
- Coordinate case studies, map creation requests, and marketing visuals.

- Support event planning (e.g. UKREiiF) by managing bookings, schedules, and external liaison.
- Proofread and quality-check marketing documents before publishing.

Reception Support

- Cover reception for full-time Receptionist during daily lunch hour and holidays/absences: manage calls, post, visitors, keys, and basic facilities processes.
- Maintain calendars for absence tracking and meeting room bookings

Skills Required:

- Tenacious, with a proactive and solutions-focused mindset.
- Exceptional attention to detail, especially in document formatting, data entry, and proofreading.
- Able to work on own initiative and manage competing priorities across multiple departments.
- Strong interpersonal and networking skills; able to build effective relationships across business functions, liaise professionally across the business, and communicate clearly with internal and external stakeholders.
- Confident working independently and managing tasks without constant supervision.
- Exceptionally organised, efficient, reliable, and dependable.
- Flexible and adaptable approach to changing tasks and priorities.
- Strong Microsoft Office skills (particularly Excel, Word, and Outlook).

Experience Required:

- Managing confidential or sensitive information with integrity.
- Coordinating meetings, events, or external communications.
- Working across different teams or departments
- Dealing efficiently with competing priorities