

*Delivering excellence for our customers,
our people and our environment*

**Portsmouth
Water**



SECRETARY

(Monday to Thursday 8.30am – 4.30pm)

Salary £19.6k to £22.5k (FTE)

Based in Havant

We are looking to recruit a Secretary to provide secretarial services and administrative support to the Company's Senior Management and Directors. Part of a small, friendly and busy office the successful applicant will require excellent communication and organisational skills along with a positive attitude and the ability to carry out their duties at all times in line with our values of Excellence, Integrity and Respect.

The ideal candidate will have significant experience in secretarial work together with a good knowledge of Microsoft Office, to prepare accurate and timely reports, presentations and correspondence, using Word, Excel, Power Point and Outlook as appropriate. A recognised typing qualification such as RSA or similar will be an essential requirement for any applicant together with the ability to multi-task and work well under pressure to meet deadlines.

For an informal discussion please contact Amy Gallop on 023 9224 9252.

Apply to: Ian Limb, Head of HR, PO Box 8, Havant, Hants PO9 1LG

E-mail: jobs@portsmouthwater.co.uk

Closing date: 3 July 2015

www.portsmouthwater.co.uk