

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

**Portsmouth
Water**



TEMPORARY DRAWING OFFICE ADMIN ASSISTANT

12 month contract - 3 days a week

£15,207 to £16,695 (FTE)

Based in Havant

We are looking to recruit a Drawing Office Admin Assistant on a 12 month contract for 3 days a week.

The key responsibilities for the position will include tasks such as Printing, scanning and indexing of plans and historical data for archival purposes as the Company moves towards a paperless system. The successful candidate must have a keen eye for detail and require excellent keyboard skills along with a good knowledge of Microsoft Word, Excel and Outlook as appropriate.

They will need to be self-motivated and organised with a reliable approach to work along with the ability to carry out their duties at all times in line with our values of Excellence, Integrity and Respect. The ability to multi task and work well under pressure to meet deadlines is essential. A proactive approach to Health and Safety is essential, along with a full UK driving licence.

Further details can be obtained by speaking to Diane Bourne, Drawing Office Supervisor on 023 9224 9243.

Applications should send a CV outlining current salary with 2 referees.

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

E-mail: jobs@portsmouthwater.co.uk

Closing date: 28 July 2015

www.portsmouthwater.co.uk