

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

**Portsmouth
Water**



CUSTOMER SERVICES CLERK

Salary £15,207 to £19,695

Full time

Based at Havant

We are looking to appoint Customer Services Clerk to work within their busy Customer Services Department. The role is telephone based around the process of customer billing and payments within our Billing Queries section. The successful applicant will have experience in customer relations; possess a good telephone manner, excellent keyboard skills and a flexible approach to the type of work carried out with the ability to work at all times in line with our values of Excellence, Respect and Integrity.

Applicants 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: 27 August 2015

www.portsmouthwater.co.uk