



## **Visiting Officer**

**FLEXIBLE WORKING HOURS**

**SALARY £15,552 TO £20,139 / BASED AT HAVANT**

Reporting directly to the Affordability and Debt Recovery Section, the successful applicant must be able to communicate with our customers, both face to face and by the telephone. Duties will include visiting customers to receive outstanding payments and agreeing affordable arrangements. Some administrative work will also be required. The ability to work alone and to operate at all times in line with our values of Excellence, Integrity and Respect are essential requirements for the post along with a current driving licence. In addition, you may be required to successfully complete our internal driver assessment. The post will ideally suit someone who has previous experience in debt recovery procedures.

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

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

**E-mail:** [jobs@portsmouthwater.co.uk](mailto:jobs@portsmouthwater.co.uk)

**Closing date:** 21 October 2016

**[www.portsmouthwater.co.uk](http://www.portsmouthwater.co.uk)**

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**Delivering excellence**

for our customers, our people and our environment