

**Portsmouth  
Water**



## **Customer Services Clerk**

**SALARY RANGE £16,104 to £20,853 (GRADE 2)**

**WORKING HOURS – 9am to 5pm**

**BASED AT HAVANT**

We are looking to appoint a full time Customer Services Clerk to work within our busy Customer Services Department. The role is telephone based around the process of customer billing and payments within our Billing Queries section and actioning customer correspondence. 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.

For an informal discussion please contact Kim Rowe on 023 9224 9325.

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:** 19 January 2018

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

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**Delivering excellence**

for our customers, our people and our environment