



Construction Assistant

SALARY £20,853 TO £23,880 / BASED IN HAVANT

We are currently recruiting for a contract Construction Assistant to join our team based in Havant. This is a great opportunity to get a 'foot in the door', and develop skills within the industry or for a more experienced person wanting to further their career.

The successful candidate will support the Contracts Engineer to ensure the smooth and effective running of project delivery relating to water mains renewals in the Portsmouth Water region. Based in the Infrastructure team, the role includes collaborating closely with other members of the Infrastructure team as well as other departments within the Company and external stakeholders.

You will report to and be supported by the Contracts Engineer, who will work closely with the successful candidate, including continued professional development and growth within the business.

The main duties of the role cover planning, outline design, communications and takeover. Activities include –

- Assisting the contracts Manager in the administration of the contract
- Working with the term contractor in the planning phase delivering new water mains
- Working with the drawing office to produce plans
- Working with Stores to compile materials orders
- Working with the fire brigade to agree hydrant locations
- Compiling communications plans
- Liaison with external stakeholders
- Building budget estimates
- Raise works and purchase orders
- Compiling data on spreadsheets relating to customer feedback and internal metering

The successful applicant will work at all times in line with our values of Excellence, Respect and Integrity.

Applicants should send a CV outlining their salary expectations with two referees.

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

E-mail: jobs@portsmouthwater.co.uk

Closing date: 6 July 2018
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Delivering excellence

for our customers, our people and our environment