



## Team Leader Planning & Administration (Distribution)

**SALARY £23,880 TO £26,697**

**BASED IN HAVANT**

We are looking to appoint a Team Leader to supervise and support our busy Distribution Admin team in delivering an excellent level of operational service to our customers.

The role, reporting to the Senior Supervisor for Distribution Planning and Admin, will suit someone with experience in leadership in a customer focused environment, who is comfortable with customer communication and confident in handling utility related customer queries with a first time resolution approach.

Responsibilities will include providing first class support and regular communication to the Distribution Administration Team, ensuring that all department processes, procedures and standards are met and administered through Portsmouth Water's corporate systems in accordance with documented specifications to the very highest level.

The successful candidate will be self-motivated with the ability to carry out their duties at all times in line with our Company Values of Excellence, Integrity and Respect. They will have a positive energy and be passionate for delivering excellent Customer Service to both external and internal customers encouraging best practise and collaborative working behaviours at all times. In addition, the successful candidate will have a recognised supervisory qualification or be able to give a commitment to obtain such a qualification.

For an informal discussion please contact Mary Horsted on 023 9224 9222.

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](mailto:jobs@portsmouthwater.co.uk)

Closing date: 12 October 2018  
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**Delivering excellence**

for our customers, our people and our environment