



Procurement & Asset Administrator

SALARY UP TO £30,306 DEPENDING ON EXPERIENCE

BASED IN HAVANT - FULL TIME

We are looking to recruit a Procurement and Asset Administrator to assist with the safe, efficient and economic operation of the Production Technical function.

Responsibilities of the role will primarily include:

- Administrating and controlling the asset inventory of existing and new plant within the Works Assets Management System (IFS)
- The procurement and control of spares for planned and reactive maintenance activities for the Technical Team
- Ensure efficient and economic work flow to maintain operability of Water Treatment Works, Service Reservoirs and other Company mechanical and electrical assets
- Assessing technical specifications when procuring obsolete equipment

It would be advantageous if the applicant has previous knowledge and experience within the mechanical and electrical engineering sector and/or a good understanding of the water supply and treatment processes.

A full driving licence is essential and the successful applicant will be required to pass our driver assessment. Applicants are expected to carry out their duties at all times in line with our values of Excellence, Respect and Integrity.

Applicants should send a CV.

For an informal discussion please contact Rob Pleave on 07545 925498.

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

E-mail: jobs@portsmouthwater.co.uk

Closing date: 20 September 2019
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Delivering excellence

for our customers, our people and our environment