



Planning and Dispatch Administrator

An exciting opportunity is available to work as a Planning and Dispatch Administrator in our Production Technical team to assist with the safe, efficient and economic operation of the Production Technical function.

Responsibilities of the role include management of a centralised 'back office' support function, dealing with all incoming/outgoing communications for the Production Technical team work flow, and to ensure planned and reactive maintenance activities are dispatched to the team to maintain operability of Water Treatment Works, Service Reservoirs and other Company Technical assets.

The role requires the following qualifications (full training provided where necessary):

- Recognised supervisory qualification or give a commitment to obtain such a qualification.
- IOSH Managing Safely
- Full UK driving licence (You will be required to undertake our Driver Assessment)

Reporting to the Production Technical Team Leader, the successful applicant will have a can do attitude with the ability to work in a changing environment, experience and training in the activities to be planned, and a good understanding of water supply and treatment processes. You will need to work at all times in line with our values of excellence, integrity and respect.

A pro-active approach to health and safety is essential along with a good knowledge of all relevant health and safety including the provision of risk assessments.

For an informal discussion please contact Liam Geoghegan on 07764 969988.

£31,005 - £34,314

BASED IN HAVANT

FULL TIME

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

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

E-mail: jobs@portsmouthwater.co.uk

Website: www.portsmouthwater.co.uk



We are happy to consider flexible working arrangements. This can include alternative days / hours of work or work location. Please specify any request in your application.

Closing date: 20 DECEMBER 2020