



New Services Advisor

We are looking to recruit a New Services Advisor in our Developer Services Team, to assist with the new water supplies of our customers.

The role, reporting to the Developer Services Team Leader, will suit someone with experience in a customer focused environment, who is comfortable communicating with customers and confident in handling their queries. The role will involve the processing of applications for new water supplies, configuration of invoices for new water connections and administration of New Services through our works management system.

The successful applicant will be passionate about delivering excellent customer service, be confident, assertive and self-motivated in dealing with all types of queries in a calm, timely and efficient manner.

They must be committed to working in line with our values of Excellence, Integrity and Respect, and sustaining our wider teams collaborative relationship.

For an informal discussion, please contact Jim Hutchison, Developer Services Manager on 023 9224 9304.

£16,890 to £21,867

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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: 22 JANUARY 2021