



Street Works Administrator

We are looking to appoint a full time Street Works Administrator to join our busy Network team. You'll be providing efficient and effective administrative support for our field teams undertaking maintenance activities on our distribution network.

The role, reporting to the Network Administration Team Leader, will suit someone with previous street works administration and case management experience in a customer-focused, operational environment. Assisting in the management and administration of street works notifications and permits, responsibilities will include facilitating the opening notice and permitting process to ensure that all scheduled works are permitted in a timely and efficient manner. The role will also involve dealing with and understanding external and internal operational contacts and processing data through our works management system.

The successful candidate will be assertive, confident and have a passion for delivering excellent customer service to both internal and external customers. They will have a positive energy and the ability to carry out their duties at all times in line with our Company Values of Excellence, Integrity and Respect, sustaining our wider team's collaborative relationship.

For an informal discussion, please contact Mary Horsted on 07717 311116.

Salary: £17,103 to £22,143

Based in Havant

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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: 30 JULY 2021