

Field Data Services Administrator

About Us

Halma Water Management (HWM) is a group of successful water conservation companies who have joined forces under a single sales, design and distribution network to manufacture and supply flow measurement, data logging, and leak detection solutions for the water industry. Our extensive experience and unrivalled innovation has made us a world leading team with an international reputation for technology, quality and service. Together, we provide an unparalleled range of products and services for the water industry.

We are proud to be part of Halma, a major worldwide technology group making safety products and products that improve quality of life. As an integral part of the Halma Group plc, Halma Water Management has the strength and credibility of a FTSE 100 plc Company with the financial resources to match.

Halma has been trading for over a century and has a level of corporate pride second to none. Their customers range from small enterprises through to some of the largest companies in the world, and they export products globally, currently to over 50 countries.

Job Purpose

Working within the Field Data Service team undertaking customer service, project administration duties and entering data daily on to HWM systems.

Key Requirement and Responsibilities

- Processing project reports for customers within SLAs
- Reviewing and analysing data from the field reports
- Dealing with customer enquiries and queries via our service desk and over the phone
- Data inputting and keeping systems updated

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the Company and its overall business objectives.

Skills/Experience

- Must be experience working within a busy office environment
- Must be IT literate particularly in Excel
- Good verbal and written communication skills (telephone, email, and face to face)
- Have good level of Customer Service
- Have a calm and methodical approach to work



- Can prioritise workload
- Ability to work independently and as part of a team

How to Apply

To apply for this vacancy please contact hr@hwm-water.com, sending your CV along with a covering letter stating why you feel you are particularly suited to this role.