



HWM-Water Ltd
Ty Coch House
Llantarnam Park Way
Cwmbran
NP44 3AW
United Kingdom

Tel: +44 (0) 1633 489 479
Fax: +44 (0) 1633 877 857
Web: www.hwmglobal.com

Field Service Administrator

About Us

HWM is a leading manufacturer of utility monitoring solutions developed to save customers water, energy, time and money. Our services include the design and manufacture of telemetry equipment, along with installation and data delivery expertise. We have over 30 years' experience delivering services to the water, wastewater and gas sectors.

Job Purpose

Working with the Field Service team undertaking general administration duties and entering data daily onto HWM systems.

Role & Responsibilities

- Assigning technician workloads
- Processing technician reports
- Arranging access sites for technicians
- Invoicing and processing orders – Project installations/maintenance
- Various project related tasks
- Data inputting and keeping system updated
- High level of customer service

The above list of responsibilities is not exhaustive, and you may be required to undertake other responsibilities and training as requested by your line manager, appropriate to your role.

Qualifications, Skills and Experience

- Experience working within a busy office environment
- Experience of working with minimal supervision
- Intermediate computer skills, particularly Excel
- Ability to communicate clearly via telephone, email and face to face

Person

- Very organised individual
- A good time keeper
- Ability to multi-task
- Calm and methodical in approach to work

How to Apply

To apply for this vacancy please send an up to CV, along with a covering letter to hr@hwm-water.com.