



A Halma company



AMR Project Administrator (12 months FTC)

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

Due to continued expansion and an increase in workload, we are now looking for some additional temporary support as an AMR Project Administrator (approximately 12 months). We install and maintain AMR (Automatic Meter Reading) devices to water meters to record water consumption and detect any leakage. We have a manufacturing facility and Head Office in Cwmbran, where we manufacture the electronic products that we design, supply and service.

Based at our Head Office in Cwmbran, South Wales, the role will be to support the AMR Services Manager in delivering projects for various companies throughout the UK.

Main Responsibilities

- General administration duties.
- Scheduling site visits and keeping customers updated.
- Making site appointments with the end customer.
- Completing work permits.
- Daily monitoring of the fleet report.
- Update and maintain customer maintenance trackers.
- Updating an internal portal for all new installations and maintenance.

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.

Knowledge and Experience

- Must be methodical.
- Able to prioritise their workload.
- Able to stay focussed in a busy environment.
- Professional telephone manner.
- The successful candidate will be IT literate, numerate and will want to be part of a team.
- Experience of using Word, Excel, Outlook and databases is essential.

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.