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## 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

- Completing Sign Offs on technician workloads
- DataGate platform support – including creating sites and adding devices to them
- Invoicing and processing orders
- Project related tasks
- Data inputting and keeping systems updates
- 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

- Minimum qualifications of 5 GCSE A\*-C grades
- 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](mailto:hr@hwm-water.com).