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| **Job Title:** Assurance Administrator |
| **Business Unit**: Operations |
| **Reports to:** Assurance Manager  |
| **Reports:**  0 |
| **Purpose:** As an Assurance Administrator, you will play a key role in providing clerical, data and administrative support to the Assurance team. |

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| **Key Accountabilities:*** Ensure the Assurance function is carried out effectively at all levels and in line with the documented processes and procedures.
* Office support, including post, scanning, filing.
* Loading of data (such as meter reads), and invoices into database (WaterNet) in an accurate and timely manner.
* Validation of data in database (WaterNet) in line with set procedures.
* Following processes to determine when to raise internal Service Requests in Work Management system (Infor).
* Reviewing and updating training materials as required.
* Completing data checks and finding location/contact information to support when meter reads are missed.
* Support with validating planned meter read requirements.
* Other duties as directed by the Assurance Managers.
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| **Are You the Right Person for this Role?** |
| **Essential Knowledge, Skills, and Experience:*** Strong numeracy, data accuracy and IT ability, including intermediate MS Office skills.
* Confident written, verbal and in-person communication skills.
* Proactive in your approach to your workload.
* Works on own initiative and manages own tasks through to completion and deadline.
* Experienced administration skills with the ability to work quickly, accurately and methodically.

**Essential Behaviours:*** A positive, highly motivated team player with a “can do” attitude who can work with people at all levels of the business.
* Able to build and maintain strong working relationships across the business at all levels.
* Integrity, and ability to maintain confidentiality.
* Good interpersonal skills with the ability to communicate effectively, both verbally and in writing.

**Desirable Experience:*** Ability to use WaterNet and Infor.
* Water Industry experience, especially relating to leakage or metering.
* Prior experience of working in a busy office.
* Experience of invoice validation.
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*Ancala Water Services is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*