



Administration Assistant Commercial

Salary: £20,627 - £23,437

Location: Cardiff, St Mellons

Who we are

When you think about it, water is the most basic human need. So what we do at Welsh Water is incredibly important – we give three million customers safe, clean water, take away their dirty water and help to protect our beautiful environment.

It's an awesome responsibility, and we have to earn our customers' trust every single day. Being the only not-for-profit company in the water industry is certainly a good start. Every single penny we make goes back into looking after their water and environment, rather than going to the pockets of shareholders.

Commercial is a newly created dynamic and innovative department delivering a number of projects simultaneously. These include setting up a new business to business retail company; developing new value adding products and services to offer our business customers to meet their needs in a changing environment across water, waste and energy; and making investments into new markets.

What you will do

You will be an administration assistant to our Managing Director for Commercial and the wider Commercial management team. This is an excellent opportunity for someone looking to develop their career and to build on experience across a range of commercial areas. You will develop your understanding of how big companies work. A pro-active, organized approach is essential for this role with the ability to multi-task in a changing environment that will help to ensure the team can meet business targets. You must be able to manage confidential information and build effective relationships with people at all levels, internally and externally.

What we offer

We know that if our employees are happy, our customers are happy. That's why we offer a great benefits package. As one of the biggest companies in Wales, our reward and benefits package includes:

- ◆ Generous Pension Plan
- ◆ 25 days annual leave plus public holidays
- ◆ Onsite restaurant and car park
- ◆ Colleague Reward Scheme (Bonus)
- ◆ Childcare Voucher Scheme

Interested?

Please complete the application form, available on our website, and return it to Recruitment@dwrcymru.com

Applications must be received by: **Midday Wednesday 19 July**

Administration Assistant

Reports to: Managing Director, Commercial

Contract: Permanent

Working hours: Full time 37 hours

What you'll be responsible for

Acting as an ambassador for the Commercial Department, and the business as a whole, communicating effectively and appropriately with internal and external customers, business contacts as stakeholders. Demonstrating professional behaviours at all times working in accordance with DCWW values. This will include:

1. Providing confidential and proactive administration support to the Managing Director to ensure their time is optimised to facilitate delivery of business targets and meet internal and external customer requirements. This includes managing emails, actions and her calendar.
2. Liaising / prioritising / putting correct actions in place in the absence of the Managing Director when situations arise to ensure business continuity.
3. Assisting with creating power point presentation and formatting of information and reports in Word and Excel.
4. Undertaking ad hoc research into markets, companies and creating a summary report. Collating and delivering confidential research including proposals.
5. Identifying information required for Board and other meetings, provision of relevant information packs, slide decks and talking points in readiness for the Director to present.
6. Assisting the Managing Director with Communication and Marketing work streams. The new retail company requires a marketing plan to create the brand, web site etc. and liaise with different internal and external stakeholders to deliver this.
7. Working collaboratively with colleagues across the business at all levels to deliver an efficient service for internal customers and external stakeholders including Organising meetings, including accurate minute taking.
8. Ensuring all relevant documentation is stored appropriately and easily retrievable.
9. Providing support to the line reports as required by the Managing Director.
10. Managing the travel and expenses processes on behalf of the Managing Director.
11. Carrying out any other duties as required to meet business needs.

Administration Assistant

Who you'll work with

Internal

- Board Directors
- All levels of management within DCWW
- All employees within DCWW

External

- Suppliers
- DCWW partner companies
- External bodies including DCWW Regulators
- Customers of DCWW

About you

Knowledge, Skills and Experience	Essential	Desirable
Previous experience of working as an administrator in a busy environment	💧	
Excellent administration and PC skills (in particular, Word, Excel, PowerPoint, Outlook).	💧	
Good analytical skills and excellent communication both verbal and written	💧	
Demonstrate ability to multi-task and work in a fast based environment	💧	
Ability to display high integrity and maintain confidentiality at all times	💧	
Ability to work tight deadlines and remain calm under pressure	💧	
Ability to build effective relationships both internally and externally	💧	
Ability to analyse and produce information accurately and succinctly	💧	
Ability to make effective decisions and to act on conclusions reached	💧	
Pro-active and solution focused attitude.	💧	

Dwr Cymru Welsh Water is an Equal Opportunities Employer.