



JOB VACANCY

Commercial Business Support

Castle Water is the leading independent water retailer in the UK. We supply hundreds and thousands of businesses, charities and public bodies throughout England and Scotland.

With 570,000 Supply Points, we are the largest supplier of water to businesses and organisations in London and the Thames Valley, South East England and Portsmouth, and we're also one of the top suppliers in Scotland.

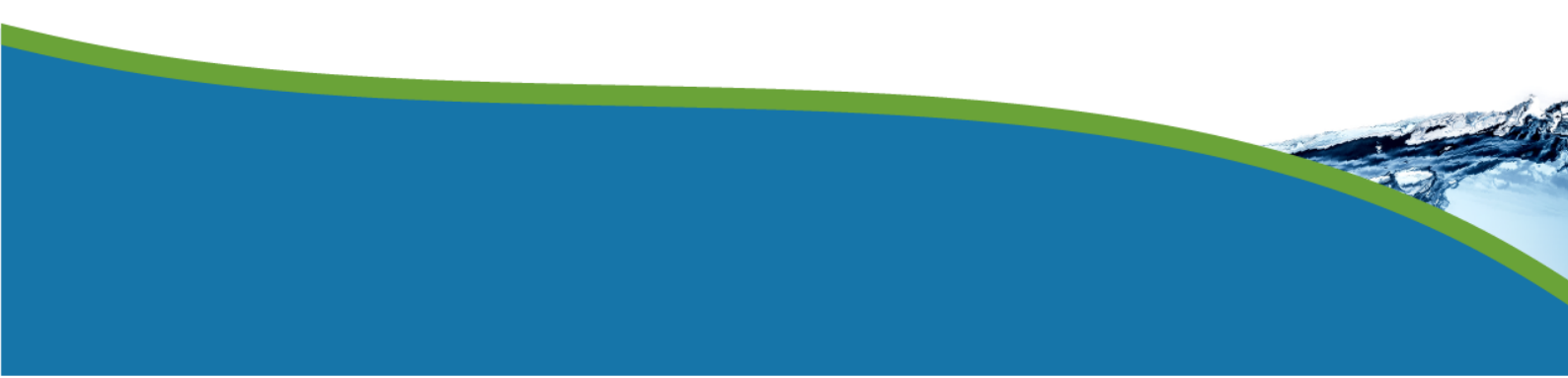
Castle Water has a track record of providing excellent customer service. We have more 5-star Trustpilot reviews than all other water retailers combined. Our values include treating customers fairly and working openly with industry regulators.

We are recognised for developing innovative approaches to utility supply. We developed the first affinity partnership in the water sector and pioneered online switching for customers. We were also the first company to transfer customers in England.

Our head office is based in Blairgowrie, within easy commuting distance of both Perth and Dundee and equidistant between Edinburgh, Glasgow and Aberdeen. The area provides excellent opportunities for a range of activities, from golf and fishing to mountain biking and skiing.

Key Responsibilities

- Prepare and check a portfolio of customers invoices and ensure these are accurate
- Provide a key point of contact for those specialised customers
- Deliver excellent customer service to our customers, using appropriate channels and internal systems such as email, phone and webchat
- Preparation of basic data requests from customers and field-based staff
- Regular update of our Customer Relationship Management system, with contact details, follow-ups, etc
- Build rapport, identify customer needs quickly, efficiently and proactively to deliver the right solution in the first instance



Key Skills and Experience

- Experience of working in a similar past-paced environment with the ability to deliver to tight deadlines
- Excellent communication skills, both verbal and written
- Excellent numerical skills
- Proactive approach to supporting a wider team
- Excellent organisational skills
- Ability to capture and handle data accurately
- Experience of using MS Office, including Excel spreadsheets

How to apply

If you have the drive, experience and skills to support our continued success, send your CV together with a covering letter to careers@castlewater.co.uk. We look forward to hearing from you.

Innovation and knowledge sharing are part of our everyday experience. We invest the training and support you need to succeed and deliver the excellent service our customers expect. We offer an attractive base salary, pension scheme, life cover and 28 days paid holiday.

