



JOB VACANCY

Temporary Project Coordinator

Castle Water is the leading independent water retailer in the UK, supplying (at September 2018) 570,000 Supply Points across England and Scotland. Castle Water is the leading supplier in London and the Thames Valley, South East England and Portsmouth, and one of the 5 largest suppliers in Scotland.

Castle Water has a track record of providing excellent customer service, and of developing innovative approaches to utility supply. We developed the first affinity partnership in the water sector, pioneered online switching by customers, and were the first company to transfer customers in England. We have more 5* reviews on Trust Pilot than all other water retailers combined. Our values include treating customers fairly and maintain an open-door approach with our regulators.

Our head office is based in Blairgowrie in Northern Perthshire, 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.

Castle Water now has an opportunity for a Temporary Project Coordinator based in Blairgowrie on a 3-month basis. Must be able to adapt, work in a fast-paced environment and be keen to learn on the job.

Key Responsibilities

- Update project programmes and documentations
- Assisting Market Operation Managers
- Liaising and Coordinator various managers with tasks for ongoing projects
- Attending meetings, taking minutes and following up on all actions
- Diary management including assisting with logistics

Key Skills and Relevant Experience

- High organisational skills
- Strong verbal and written communication skills



- Good Excel experience (preferably intermediate level)
- Previous experience in similar role, and willing to learn on the job
- Must be adaptable with the ability to work in a fast-paced environment

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 is 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.

