

## **Wayleave Administration Technician**

QC DATA serves the information management needs of some of the UK's most recognised utility companies. Due to recent ongoing changes, we have an opportunity in Castleford for the position of Wayleave Administration Technician.

QC DATA are looking for a Wayleave Technician to work with their Utilities Client, onsite in Castleford.

Duties of the position will include:

- Update of Wayleave payment systems in relation to new or modified consents
- Answer telephone and written enquiries
- Administration activities such as; post management, document retrieval & scanning

Key attributes required from the successful applicant are:

- Accuracy and attention to detail
- Good communication skills
- Ability to work to deadlines and high-quality targets
- Computer literate
- Ability to learn quickly

Desirable skills which would be advantageous are:

- Electrical distribution network knowledge
- Wayleave agreement administration

The successful applicants will be self-motivated, able to work well as part of a team, as well as on their own initiative.

The positions are offered on a permanent basis and are based on 37.5 hours a week, working between the hours of 08:00 – 16:00 Monday to Friday, with a level of flexible working provided.

The salary will start at £15,318 per annum.