



International Sales Administrator Vacancy (Full Time)

Due to expansion, Rompa has an exciting opportunity for a full time International Sales Administrator to work within our busy international sales team.

Reporting to the International Sales Account Manager, the ideal candidate will have experience working in an administration role and will possess excellent organisational skills.

Primarily, the role is to assist the international team with administration duties and to deliver excellent customer service and accurate order entry.

The International Sales Administrator will have specific responsibility for:

- Accurately processing international orders, quotations, returns and proforma invoices for sensory products and room designs.
- Putting together pick-packs and working with partners, production and the warehouse to make shipments happen.
- Producing and supplying export documentation including commercial invoices and obtaining attested documents / certificates of origin via the East Midlands Chamber of Commerce.
- Updating and maintaining the International Back Order Shipment Schedule.
- Liaising with internal departments in order to obtain information to satisfy customer queries.
- Ensuring international partners are informed about new products, product and price changes.
- Ensuring international sales records are accurate and kept up to date.

It is important to us to make successful recruitment choices and we believe the ideal candidate should possess the following skills and attributes:

- Strong customer service skills with excellent planning and organisational skills.
- Excellent verbal and written communication skills at all levels.
- Strong IT skills including MS Office suite.
- Accurate data entry skills and keen attention to detail.
- Ability to work under pressure, multi-task and keep to strict deadlines.
- An enthusiastic 'can do' attitude.

Rompa is an innovative business consistently producing the very best in new, state of the art products and sensory solutions. Home of the Snoezelen®, Winslow and Older Adults brands, we operate throughout the UK and offer a full installation and mail order service to a varied customer base.

We also have over 50 international partners in our portfolio making us a truly global company.

Our multi-sensory rooms offer wonderful therapeutic care for children and adults with differing levels of abilities. Our rooms nurture the body and are designed to promote sensory modulation and facilitate the learning and practice of stress management. Our specialist rooms are being used in hospitals, health centres, developmental disability units and many other settings all over the country to help improve people's quality of life.

Should the successful candidate wish to progress and grow within the company, this position will have the opportunity to develop.

Should you be interested in the above role, please apply to Lisa Wright (lisaw@rompa.com) with a covering letter, CV and current salary details.