



Purchasing Administrator

Part Time Vacancy

Would you like a job that can make a positive impact on people's lives?!

Would you like a job where you get real job satisfaction?

If you answered yes, then we have the job you are looking for!

Rompa are the market leaders in sensory provision and we are looking to hire a part time (22.5 hours) **Purchasing Administrator** to join our expanding purchasing and product team.

You will need to have extensive administration experience; previous experience working within a purchasing team would be a distinct advantage.

What will be required?

- Processing purchase orders and purchase invoices daily.
- Placing orders for consumable items for production, such as foam, mirrors and PVC.
- Managing and ensuring purchase orders are received on time.
- Communicating and liaising with suppliers when required.
- Managing product returns on a daily basis.
- Assisting the purchasing manager in maintaining product information and records, such as safety certificates, commodity codes and country of origins.
- Keeping the ERP system updated with correct product information such as pricing, stocking levels etc.
- Assisting the purchasing manager with catalogue information, such as trend analysis.
- Carrying out competitor analysis

Do you have what it takes?

- Strong communication skills and comfortable speaking with suppliers
- Ability to handle daily routine duties in addition to multiple other projects
- Excellent organisational skills with the ability to prioritise tasks and work to deadlines
- Comprehensive IT skills
- Experience and comfortable working independently and as part of team
- An enthusiastic 'can do' attitude positive attitude

What do we offer?

- Full training on all systems and products.
- Competitive salary and benefits.
- An extremely rewarding and fulfilling job with great variety!

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 you be interested in the above role and would like to view a full job description, please apply to Lisa Dunks (lisad@rompa.com) with a covering letter, CV and current salary details.

Rompa is an equal opportunities employer and we are committed to equal employment opportunities regardless of age, disability, sexual orientation, sex, gender reassignment, pregnancy and maternity, religion or belief, race or marriage and civil partnership.

We base our employment decisions on merit, job requirements and business needs.