



Purchasing Administrator – Part Time

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 (3 x days) **Purchasing Administrator** to join our expanding buying team.

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

What will be required?

- Processing of purchase orders and purchase invoices on a daily basis.
- 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 and product manager in gathering new product information, such as safety certificates and country of origins.
- Keeping the ERP system updated with correct product information.
- Assisting the purchasing and product manager with catalogue information, such as trend analysis.
- Carrying out pricing analysis against market competitors

Do you have what it takes?

- Excellent communication skills and comfortable speaking with suppliers
- Excellent organisational skills with the ability to prioritise tasks and work to multiple deadlines
- Comprehensive IT skills
- An enthusiastic 'can do' attitude and highly motivated with excellent organisational skills

What do we offer?

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

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