



## Warehouse Administrator Vacancy (Full Time)

This is an exciting time to join one of the world leaders in sensory provision. Rompa is an innovative business consistently producing the very best in new, state of the art products and sensory solutions. Home of Snoezelen and the 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.

Reporting to our Warehouse Supervisor, we are seeking a full time warehouse administrator to work within our busy warehouse team. The ideal candidate will be enthusiastic, well organised and have accurate data entry skills.

Primarily, the role will undertake transport and administrative duties, liaising with delivery drivers, customers and associated sales office personnel in direct support of the warehouse team.

The role has specific responsibility for:

- Assisting the warehouse supervisor with scheduling incoming and outgoing warehouse activity.
- Monitoring the stock loaded into trailers against driver's paperwork and managing stock accuracy.
- Dealing with returned items promptly and efficiently.
- Producing performance data and key information for the operations manager.
- Ensuring the quality of the product and service within the warehouse is maintained to the highest possible standards and ensuring all quality procedures are strictly adhered to.
- Undertaking regular stock level checks and performing any subsequent investigations.

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

- GCSE qualification (or equivalent) in English and mathematics and strong IT skills including MS Office suite
- The ability to communicate well, both written and verbally
- Enthusiastic and highly motivated
- Good organisational skills
- A strong knowledge of health and safety practices and previous manual handling experience
- A 'can do' attitude and willingness to be a part of a team

Should you be interested in the above role, please apply to Lisa Wright ([lisaw@rompa.com](mailto:lisaw@rompa.com)) with a covering letter, CV and current salary details. No agencies at this stage.

Applications for this position will close on Friday 22 October 2021.