



International Sales Administrator 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 may have the job you are looking for!

Rompa are the market leaders in sensory provision and we are looking to hire a full time **International Sales Administrator** to join our expanding international team.

You will need to have extensive experience working in an administration role and possess excellent organisation skills. You will also possess accurate data entry skills with excellent attention to detail.

What will be required?

- 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.
- Ensuring international partners are informed about new products, product and price changes.
- Ensuring international sales records are accurate and kept up to date.

Do you have what it takes?

- Strong customer service skills with excellent planning and organisational skills.
- Excellent verbal and written communication skills at all levels.
- 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.

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 and would like to view a full job description, please apply to Lisa Wright (lisaw@rompa.com) with a covering letter, CV and current salary details.