



## Project Administrator

### Vacancy

**Would you like a job that can make a positive impact on people's lives? Would you like a fulfilling 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 **Project Administrator** to join our busy installations team.

You will need to have extensive experience working in an administration role and possess a strong ability to plan and organise. The ideal candidate will have excellent customer service skills and attention to detail.

#### **What will be required?**

- Creating excellent working relationships with our customers, providing any information and associated documentation they may require in relation to their sensory room enquiry.
- Producing accurate quotations, by liaising with the sales and design departments.
- Planning the installation diary to fulfil all site survey requirements and upcoming room installations in liaison with our customers.
- Supporting the Installation Engineers with documentation, such as job sheets, risk assessments and method statements.
- Co-ordinating each installation project through to completion and maintaining accurate records throughout.

#### **Do you have what it takes?**

- Excellent verbal and written communication skills, with a polite, professional and friendly telephone manner.
- Exceptional customer service skills and strong ability to plan, organise and multi-task.
- Strong IT skills including MS Office suite.
- Ability to work efficiently under pressure and meet deadlines consistently.
- Capable of problem solving and identifying solutions independently.

## What do we offer?

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

No agencies please.

*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.*

*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.*

*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.*