



## **International Administrator - Apprentice Vacancy (Full Time)**

Rompa has an opportunity for an **International Administrator (Apprentice)** to join our busy international sales team. We believe this would be a great opportunity for an apprentice looking to start their career in administration and to develop their base skills.

As the International Administrator (Apprentice), you will need to possess good administration and organisation skills and be eager to learn with a 'can do' attitude.

Primarily, the role is to assist the international team with administration duties and to deliver excellent customer service and accurate order entry.

### **The role will have specific responsibility for:**

- Accurately processing orders, quotations and proforma invoices
- Generating commercial invoices
- Updating and maintaining the International Back Order Shipment Schedule
- Producing quotations for international sensory room designs
- Liaising with internal departments to obtain information regarding queries received from international customers (eg pricing/stock /delivery)
- Processing all international returns paperwork
- Generating tickets for technical support through Spice Works
- Producing East Midlands Chamber documentation requests for export

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

- Good knowledge of Microsoft Word, Excel and Outlook
- Good verbal and written communication skills
- Accurate data entry skills and keen attention to detail
- Ability to work under pressure and multi-task
- Good customer service skills
- Excellent and clear telephone manner

Rompa is an innovative business consistently producing the very best in new, state of the art products and sensory solutions.

Home of the Snoezelen<sup>®</sup>, 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, please apply to Lisa Wright ([lisaw@rompa.com](mailto:lisaw@rompa.com)) with a covering letter, CV and current salary details.