

## 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 **Sales Administrator** to join our busy mail order 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 our orders, dealing with customer quotes and returns.
- Dealing effectively with all customer support calls and e-mails, investigating, logging and responding to queries.
- Pro-actively recommending items needed by customers to increase customer satisfaction and improve sales.
- Providing accurate information regarding stock availability.
- Pro-actively contacting customers to update them on their mail order status.
- Making outbound calls to customers to promote our products and develop new sales.

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

- Excellent verbal and written communication skills, with a polite, professional and friendly telephone manner.
- Good customer service skills and strong ability to plan, organise and multi-task.
- Ability to work independently or as part of a team with a 'can do' positive attitude.
- Strong IT skills including MS Office suite.

### **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 Dunks (lisad@rompa.com) with a covering letter, CV and current salary details.