

# IT & Communications Manager



**Herrco Cosmetics** have an exciting new opportunity for a **IT & Communications Manager** to join our team based in **Halesworth, Suffolk**

We are offering a very attractive and competitive starting salary

## Herrco Cosmetics...

...are an innovative UK based cosmetics manufacturer, specialising in bespoke product development and formulation. For over two decades, we have been creating some of the most well-known cosmetic products in the UK, and year on year, our formulations are winning increasingly prestigious awards in top cosmetics ceremonies.

Manufacturing cosmetics and personal care products spanning skin care, bath, body, and aromatherapy products, as well as more niche markets such as mother & baby, Sun Protection factors and organics, Herrco is a thriving family business whose company philosophy is firmly rooted in providing flexible innovative solutions for our clients' production criteria.

We are now looking for a talented individual to come and join our team. We recruit people who believe in the things we do, people who are motivated, hardworking, and have a 'can do, will do attitude'.

## IT & Communications Manager Job Duties:

- Managing SQL database access, ensuring that databases are backed up and always available to meet user requirements.
- Designing maintenance procedures and putting them into operation. Maintain and Manage Firewall.
- Writing SSRS reports, documentation and operating manuals.
- Keep up to date with recent technological and software developments
- Evaluate the functionality of systems and produce enhancements that are user friendly.
- Consult with users, ascertain needs and ensure that facilities meet requirements.
- Ensure adherence with software licencing laws.
- Implement /manage security or integrity and back up procedures.
- Respond to breakdowns, diagnose and resolve software and hardware faults.
- Obtain, replacement or specialist components.

## Essential Skills & Experiences:

- **Relevant experience as Senior developer or IT Manager.**
- **Effective Communicator, good organising, planning and problem solving skills.**
- **Ability to manage processes and people through change.**

## How to Apply:

Please email [HR@herrco.co.uk](mailto:HR@herrco.co.uk) with your CV and Cover Letter.

