



Compliance Assistant



Herrco Cosmetics has an exciting opportunity for a **Compliance Assistant** based in **Halesworth, Suffolk**.

We are offering a salary up to **£27,000** per annum

The Job:

Working as part of a team, dealing with incoming requests from internal stakeholders primarily to ensure all products comply with necessary regulatory and customer requirements. Administrative work to prepare and collate Product Information Files (PIF) for cosmetic products and non-cosmetic products. Preparing compliance & regulatory documents including supporting documentation for export; supporting the validation of ethical standards, Ecocert and Soil Association. Maintaining accurate data files and document control for raw materials, internal and external test reports. This is a busy, fast-paced team environment. Are you passionate to learn?

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'.

Compliance Assistant's Job Duties:

- Working from the assigned allocated tasks in our online system, ensuring tasks are completed accurately and swiftly within the SLA.
- Receiving, filing, and document control of raw material documentation, safety assessments and other test reports (and all revisions) into internal systems.
- Preparing and collating documentation into Product Information Files (PIF) for all products through the New Product Development process, and updating changes to existing PIFs where required.
- Preparing supporting technical documents for customers on demand, including export documentation, claim support, registration documents.
- Ethical supply chain coordination; including Cruelty-Free (anti-animal testing certification); completing the manufacturer's declaration and coordinating with suppliers the raw material declarations.
- Complying with dangerous goods legislation.
- Maintaining a database of raw material information, such as source, origin, function, suitability for vegans, vegetarians, etc.
- Liaising with Fair and Ethical Trade Organisations and completing product and ingredient validation and certification, including ECOCERT/Soil Association to the COSMOS Organic Standards.

Essential Requirements:

- Previous experience within an office/laboratory and administrative environment, ideally with familiarisation for technical information.
- Able to manage a busy workload and multi-task, focused to ensure achievement.
- Very high standard on Microsoft packages, Excel, Outlook, Word, Power Point.
- Methodical person with good attention to detail and problem-solving skills.
- Organised person, knows what's going on and how they will achieve.
- Ability to work as part of a team in a proactive and positive manner.

Interested? Apply Now:

people@herrco.co.uk

with your CV + Cover Letter

