



Purchasing Coordinator



Herrco Cosmetics has an exciting opportunity for a **Purchasing Coordinator** based in **Halesworth, Suffolk**

We are offering a salary up to **£23,000** per annum

The Job:

As part of the supply chain team, you will ensure that orders are placed in timely manner, with a strong focus on commercials. Working with the Senior Purchasing Administrator to ensure orders are delivered in line with production plans and centralised purchasing emails are actioned in a timely manner. Managing supplier relationships, to help ensure a robust supply chain, and assisting the company buyer with supplier reviews.

Herrco Cosmetics is 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 care 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".

Job Duties:

- Purchase the required materials by placing orders and expediting in line with the set plan
- Working with production planning team making sure required materials are sourced within time requirements
- Raising purchase orders to correct/best quantities and prices, issuing them to suppliers
- Communicating with suppliers via phone and email in a professional manner
- Managing supplier accounts and updating information, liaising with finance for queries.
- Maintain stock levels of set items and ensure re-order process is followed
- Dealing with supplier issues, holding meetings and setting actions with external and internal teams
- Deal with supplier delivery non-conformances with a focus on root cause analysis and improvement
- Liaising with purchasing team to ensure system is updated and all order acknowledgements are received and accurate
- Supporting any requirements in expediting urgent orders ensuring materials are delivered to meet manufacturing and tight production schedules
- Running and reviewing weekly reports, updating the supply chain and commercial teams as required.

Essential Requirements:

- Attention to detail
- Great communication with confidence
- Able to work under pressure to tight deadlines with highest accuracy
- Business savvy and commercial awareness of purchasing function and impact on the organisation
- Analytical with good numerical ability and problem solving skills
- Relationship development skills

**Interested? Apply Now
with Your CV + Cover Letter:
people@herrco.co.uk**

