

# WE'RE HIRING A WAREHOUSE OFFICE COORDINATOR

Salary: £19,500 per annum (£9.09 per hour)

📍 Halesworth, Suffolk

GET ABOARD OUR  
ROCKET SHIP

## Job Summary

Do you have experience in a Warehouse environment and are looking for your next Warehouse job? This role involves ensuring the smooth flow of goods inwards received to the company and the despatch of post, liaising with external bodies and working closely with various other departments.

The shift pattern for this role is: 08:00 - 17:00, 07:00 - 16:00 or 06:00 - 15:00. 41.25 hours per week, Monday - Friday.



## What Is On Offer?

- 30 days holiday (Inc. Bank Holidays)
- Extra 1 day holiday for every 2 years' service (up to 10 extra days)
- Monthly employee events
- Free parking
- Generous compassionate and emergency leave policy
- Sick pay scheme
- 3.25% Employer pension contribution
- Clean cosmetics manufacturing environment

## What We Need From You?

- Holding a current FLT license (Counterbalance-Reach Truck-VNA) is desirable
- Experience of dealing with logistics is desirable
- Good interpersonal and communication skills
- Excellent Excel and IT system skill
- Be a good team player
- A "Can-Do", "Will-Do" attitude.

## About Herrco Cosmetics

A thriving family-owned business based in Halesworth, Suffolk that has been rapidly growing for 30 years and now employs over 250 staff across many different specialisms.

We are an innovative cosmetics manufacturer specialising in award-winning bespoke beauty product development and formulation, spanning skin care, bath and body care, haircare, sun care and much more.

We recruit people onboard our rocket ship who believe in the things we do, who are motivated, hardworking, and make it happen!

For a Glimpse of #TeamHerrco  
and Our Working Environment,  
Check Out Our Video!

<https://bit.ly/3mp1Xq6>

Interested? Apply At:

[www.herrco.co.uk/careers.htm](http://www.herrco.co.uk/careers.htm)



[www.herrco.co.uk](http://www.herrco.co.uk)

T: 01986 874 149

A: 4-9 Broadway Drive, Halesworth, Suffolk IP19 8QR



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