

WE'RE HIRING A CUSTOMER SERVICE COORDINATOR

Salary: £22,000 - £25,000 per annum

📍 Halesworth, Suffolk

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ROCKET SHIP



Job Summary

Do you want to join a thriving cosmetics manufacturing business that has seen 50% financial turnover growth even during a pandemic? Work in newly renovated offices? If you have excellent customer service & admin skills, we want to hear from you today!

As a Customer Service Coordinator your role is primarily to maintain & progress orders - updating customers as required. Help build and maintain those customer relationships, as well as pushing queries/requests through the business with other departments and supporting Account Managers with general administrative duties.

What Is On Offer

- 30 Days Holiday (Inc. Bank Holidays)
- Extra 1 Day Holiday for Every 2 Years' Service up to 10 Extra Days
- Generous Compassionate & Emergency Leave Policy
- Sick Pay Scheme
- Flexi Time Scheme
- 3.25% Employer Pension Contribution
- Monthly Employee Events
- Free Parking

What We Need From You

- Good interpersonal and communication skills
- A keen eye for detail
- Ability to use own initiative
- Good standard of Microsoft packages: Excel, Word
- Ability to work as a part of a team as well as be self-motivated
- Strong relationship development skills

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 skincare, 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

www.herrco.co.uk

T: 01986 874 149

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



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