

WE'RE HIRING A COMPLIANCE ASSISTANT

Salary: Up to £27,000 annum

📍 Halesworth, Suffolk

GET ABOARD OUR ROCKET SHIP

Job Summary

As part of the Compliance team, you will support the Technical Department in ensuring all products comply with all 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. Providing regulatory support and advice to customers and internal departments.

Shift Pattern: Monday to Friday, 8am-5pm , 41.25 hours per week



What Is On Offer

- Monthly Employee Events
- Free Parking
- Extra 1 Day Holiday for Every 2 Years' Service up to 5 Extra Days
- Generous Compassionate and Emergency Leave Policy
- Sick Pay Scheme
- Flexi-time Scheme
- 30 Days Holiday (inc Bank Holidays)
- 3.25% Employer Pension Contribution

What We Need From You

- Scientific or technical background preferable
- Previous experience within an office/laboratory and administrative environment
- Very high standard on Microsoft packages, excel, outlook, word, power point
- Methodical person with good attention to detail and problem-solving skills
- Organised person with ability to plan and manage own workload
- Good interpersonal and communication skills, and ability to work as part of a team
- Very good spelling, grammar
- Very good statistical and numerical ability

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.



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

 www.linkedin.com/company/herrco-cosmetics

 www.instagram.com/herrco_cosmetics

 www.facebook.com/HerrcoCosmeticsUK