

# WE'RE HIRING A PURCHASING COORDINATOR

Salary: Up to - £25,500 per annum

📍 Halesworth, Suffolk

GET ABOARD OUR  
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 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.



## What Is On Offer

- Flexi-time scheme
- Duck Off Friday - Leave @12 Midday Fridays (T&Cs apply)
- 30 days holiday (Inc. Bank Holidays)
- Extra 1 day holiday for every 2 years' service up to 5 extra days
- Life Assurance
- Employee Assistance Program
- Generous Compassionate and Emergency Leave Policy
- Sick Pay Scheme
- 3.25% Employer Pension Contribution
- Free Parking
- Fun Employee Events

## What We Need From You

- 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

## About Herrco Cosmetics

A thriving family-owned business based in Halesworth, Suffolk that has been rapidly growing for 30 years and now employs over 160 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!

Herrco Cosmetics is an equal opportunities employer and is fully committed to treating all of its employees and job applicants equally

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: Broadway Drive, Halesworth, Suffolk IP19 8QR

 [www.linkedin.com/company/herrco-cosmetics](https://www.linkedin.com/company/herrco-cosmetics)

 [www.instagram.com/herrco\\_cosmetics](https://www.instagram.com/herrco_cosmetics)

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