

WE'RE HIRING A PURCHASING COORDINATOR

Salary: £26,571 per annum

(From £12.39 per hour)

📍 Halesworth, Suffolk

GET ABOARD OUR
ROCKET SHIP



Job Summary

Are you looking for a fast-paced, varied role with excellent progression opportunity? If so, we are looking for a highly motivated multitasker with some administrative experience who enjoys communicating regularly with both internal and external stakeholders to join our rocket ship.

As part of the supply chain team, this role involves placing orders in a timely manner and seeing purchases all the way through to delivery, whilst maintaining strong internal and external relationships.

08:00 to 17:00, Monday to Friday.

What Is On Offer

- Flexi-time Scheme
- Duck Off Friday - Leave @3pm (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
- Free Parking

What We Need From You

- Excellent attention to detail
- Strong organisational skills
- Some office-based experience
- Ability to multi-task/prioritise accordingly
- To be an excellent communicator
- Have strong numeracy skills
- Have good IT 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

www.herrco.co.uk

T: 01986 874 149

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