

WE'RE HIRING A TECHNICAL ADMINISTRATOR

Salary: £26,050 per annum
(£12.14 hour)

📍 Halesworth, Suffolk

GET ABOARD OUR
ROCKET SHIP

Job Summary

Are you looking for a new challenge within a growing cosmetics manufacturing business? Are you wanting a role with career progression? Then this role may just be for you! We are recruiting for a motivated Technical Administrator who will work closely with the Commercial and Planning teams to set up new products.

As a Technical Administrator you will create Products on Winman ERP system and set up BOMs (Bills of Material). You will also raise new specifications and liaise with the production planning team to notify them of any issues in connection to delivery and ordering of products.

The shift pattern for this role is: 08:00-17:00, 41.25 hours per week.



What Is On Offer?

- 30 Days Holiday (Inc. Bank Holidays)
- Extra 1 day holiday for every 2 years' service (up to 5 extra days)
- Employee Assistance Program
- Life Assurance
- Generous Compassionate and Emergency Leave Policy
- Sick Pay Scheme
- 3.25% Employer Pension Contribution
- Free Parking
- Fun Employee Events

What We Need From You?

- Experience working in a similar technical role
- Great attention to detail
- Has the ability to organise workload well
- Strong communication and interpretation skills
- Be a strong team player and have the ability to be self motivated
- Strong ability to use Microsoft packages such as excel and outlook
- The ability to identify issues and able to resolve issues with initiative and integrity.

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

A: Broadway Drive, Halesworth, Suffolk IP19 8QR



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