

WE'RE HIRING A PEOPLE COORDINATOR

Salary: £28,000 to £30,000 per annum

📍 Halesworth, Suffolk

GET ABOARD OUR ROCKET SHIP

What Is On Offer

- 30 days holiday (Inc. Bank Holidays)
- Duck Off Friday - Leave @3pm Fridays (T&Cs apply)
- Flexi-time Scheme (Working hours are 8am-5pm with 45-minute unpaid break. Core hours for flexi-time are 10am-3pm and hours can be varied before or after those hours)
- 3.25% Employer Pension Contribution
- Generous Compassionate and Emergency Leave policy
- Generous Sick Pay Policy
- Extra 1 day holiday for every 2 years' service (up to 5 extra days)
- A clean, cosmetics environment with funky renovated offices
- An engaged workforce, employee events and more.

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 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!

Herrco Cosmetics is an equal opportunities employer and is fully committed to treating all of its employee's and job applicant's equally

Job Summary

- HR administration/coordination for the entire employee life cycle and project support as required
- Contracts/amendments and new starter/leaver processes and paperwork (updating systems accordingly)
- Preparing letters to employees, administration of investigations/disciplinarys, references and updating structure charts
- Monitoring the absence telephone line, ensuring completion of return to works and Bradford Factor administration
- Recruitment: Placing adverts, shortlisting candidates (where applicable), and arranging interviews.
- Issuing uniform, keeping track of inventory/stock levels
- Coordinating occupational health questionnaires and appointments

Are you an experienced People Coordinator looking for your next opportunity to join a driven, highly energetic and people-invested company? Apply today!

What We Need From You

- Preferred experience working within an HR team.
- Experience within a Manufacturing environment or similar fast-paced environment is desirable.
- Ideally CIPD level 3 qualified but this is not essential.
- A 'Can-Do', solutions-focussed, 'Make it Happen' attitude.

For a Glimpse of #Team Herrco 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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