



Assistant Account Manager



Herrco Cosmetics have an exciting new opportunity to join our team as an **Assistant Account Manager** in **Halesworth, Suffolk**.

We are offering a range of **£18,000 - £23,000** per annum

The Job:

- Supporting the Account Managers with administration and organisation
- Contributing to the full NPD project process of taking a concept through to launch
- Helping build and maintain relationships with customers

Job Duties:

- An exciting and diverse role, working to support the designed primary Account Managers primarily with large key customers with routine administration ensuring databases and spreadsheets are up to date, and maintaining customer and supplier contact when required.
- Ensuring 100% accuracy and compliance with data, and enabling the Senior Account Managers to progress developing business.
- Coordinating administration and job boxes, ensuring items labelled and stored correctly.
- Providing excellent customer service and delivering a professional Herrco image.
- Developing knowledge, awareness and interests with the aim to acquire the necessary skills needed to transition into an Account Manager position when a vacancy arises; with own specific customers and responsibilities.
- Managing the accounts whilst the Account Manager is out of office whether that be visiting clients or on leave.
- Answering the phones confidently for internal both external communications, ensure the call/subsequent notes are passed onto the relevant people

Essential Requirements:

- Great organisation, planning, problem-solving, numeracy skills and attention to detail
- Highly motivated and driven to complete tasks to a high standard.
- Excellent spoken and written communication skills and confident to communicate via email, over the phone or face-to-face.
- The ability to work under pressure and to deadlines.
- Proficient in Microsoft packages; Excel, Outlook, Word.
- Ability to motivate and influence people.
- Ability to work as a part of a team as well as being self motivated.
- Willingness to learn quickly, and on the job.
- Passionate about cosmetics and the industry.

Our Job Offering:

- 30 days holiday including bank holidays, a day for volunteering & your birthday off!
- Company Sick Pay scheme
- 8.25% Pension Scheme (incl 5% employee contribution)
- Flexitime scheme with up to 6 full days off
- Generous compassionate & emergency leave policy
- Free Parking & Close to Train Station
- Inspiring working environment & refurbished office
- Nespresso Coffee Machine in the office, all free!
- Employee events

Herrco Cosmetics...

...is an innovative UK based cosmetics manufacturer, specialising in bespoke product development and formulation. For over two decades, we have been creating some of the most well-known cosmetic products in the UK, and year on year, our formulations are winning increasingly prestigious awards in top cosmetics ceremonies.

We are now looking for a talented individual to come and join our team. We recruit people who believe in the things we do, people who are motivated, hardworking, and have a 'can do, will do attitude'.

How to Apply: Please email HR@herrco.co.uk

