

# 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 competitive salary

## Herrco Cosmetics...

...are 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.

Manufacturing cosmetics and personal care products: spanning skin care, bath, body, and aromatherapy. Also product development into more niche markets such as mother and baby, sun protection and organics. Herrco is a thriving family business whose company philosophy is firmly rooted in providing flexible innovative solutions for our clients' production criteria.

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'.

## The Job:

Walking into your local department store, space NK, Harrods or Selfridges and seeing a product that you have been a part of project managing from start to finish is incredibly rewarding! Working with small SPA brands and luxurious clients right through to global brands If you love beauty products you will love this role! Supporting the Account Managers with administration and organisation. Contributing to the full Project Management process of taking a new client concept through to launch

## Job Duties:

- Working as part of a team supporting primarily one Account Manager on projects providing excellent administration and coordination.
- Ensuring high accuracy with documents, data input into the ERP system and maintaining internal information
- Confirming order acknowledgements and timescales
- Speaking to customers and suppliers to expedite free issue components to ensure orders can be met. Providing regular reports and management information for team briefings and project updates
- Working with external suppliers for packaging, components, and artwork. Whatever the client project needs, the account manager makes it happen

## Essential Requirements:

- Organising, planning, and good problem-solving and numeracy skills, attention to detail
- Excellent spoken and written and communication skills
- The ability to work under pressure and to deadlines
- Very high standard on Microsoft packages, excel, outlook, word

## How to Apply:

Please email [HR@herrco.co.uk](mailto:HR@herrco.co.uk)

