



# Compliance & Regulatory Assistant



**Herrco Cosmetics** have an exciting opportunity due to expansion for a **Compliance & Regulatory Assistant** based in **Halesworth, Suffolk**.

We are offering a salary in the region of **£20,000** per annum

## 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 products, as well as more niche markets such as mother & baby, Sun Protection factors 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:

Being part of the process of taking client ideas and dreams from initial concept to the final product is incredibly rewarding. As a Compliance Assistant you will be helping take products to market, supporting innovation and development. You will be cutting through the red tape, providing administrative support to help ensure products comply with all regulatory standards and customer requirements.

## Compliance Assistant's Job Duties:

- Administrative preparation and collation of Product Information Files (PIF) for cosmetic products
- Maintaining accurate data files and document control for raw materials and test reports
- Providing regulatory support and advice to customers and internal departments
- Liaising with fair and ethical trade organisations and completing product validation and certification

## Essential Requirements:

- Previous experience within an office/laboratory and administrative environment, ideally cosmetics
- Methodical person with good attention to detail, problem solving skills and ability to plan and manage own workload
- Good interpersonal and communication skills with ability to work as part of a team

## How to Apply:

Please email [HR@herrco.co.uk](mailto:HR@herrco.co.uk) with your CV and Cover Letter.

