



# Maintenance Systems Technician



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

We are offering a salary circa **£22,000**

## Maintenance Systems Technician Job Duties:

- This is a brand new role involved with the initial project support setting up the new computerised maintenance system
- Ongoing planning and development of the system with a focus on ensuring machines are serviced as required and ultimately production is able to run at optimum performance with minimum breakdowns and downtime
- Running the job card system, allocating priorities and ensuring the maintenance schedule is completed
- Responding to stock requirements generated from the system to ensure minimum levels of materials are maintained
- Implement new stock control system in the engineering stores. Ensuring it is run smoothly and efficiently
- Responsible for all engineering purchase order processing, working closely with the procurement team and suppliers
- Working with the Maintenance Manager on organising annual/as required service visits for external contractors

## Person Specification:

- Experience with running a planned preventative maintenance system
- Engineering background
- Excellent computer & excel/system skills
- Awareness to understand technical drawings and manuals
- Task focused to deliver, able to work as a wider team to common goals
- Methodical ways of working, takes pride in keeping things orderly
- Able to commit and demonstrate compliance with the Herrco Cosmetic Behaviours: Positive, proactive, Dependable, Adaptable and Determined

## 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.

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'.

**How to Apply:** Please email [HR@herrco.co.uk](mailto:HR@herrco.co.uk)

