



Office Assistant



Herrco Cosmetics have an exciting new opportunity for an Office Assistant to join their Finance team based in **Halesworth, Suffolk**.

£8.30 per hour
Full or Part Time Hours Considered

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'.

Office Assistant Job Duties:

- Working as part of a small finance team, in an exciting industry and growing company
- General day to day administrative support to the finance team, including: updating the finance system, filing, printing, scanning and document control
- Responding to emails in the shared email inbox and re-directing where necessary
- Assisting the team with incoming and outgoing post
- Assisting other members of the finance team during busy times as well as cover for holidays and absences covering the purchase ledger processing and despatching goods
- Working on projects both alone and in conjunction with others

This new role is open for accessible applications – either full time, or part time hours. All options will be considered, please state on your application what you wish to work.

Essential Skills & Experiences:

- Demonstrable experience / keen desire to work within
- a busy office environment
- High level of statistical and numerical ability
- Excellent attention to detail
- Self motivate and pro active attitude
- Advanced level of Microsoft packages: excel and word

How to Apply:

Please email HR@herrco.co.uk with your CV and Cover Letter.

