



Purchasing Assistant



Herrco Cosmetics have an exciting opportunity for additional **Purchasing Assistant** to join our team based in **Halesworth, Suffolk**.

We are offering a starting salary of **£18,000** 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'.

Essential Requirements:

- Excellent Microsoft Packages proficiency, specifically Excel and copy typing skills
- Confident communicator with excellent professional telephone manner
- Efficiency, with a proactive attitude are essential.
- Ability to work calmly under pressure and to tight deadlines with accuracy and strict confidentiality at all times.
- Ability to Multi-Task and driven to meet deadlines

The Job:

Working directly with the Procurement team and planners in making sure the purchase order acknowledgements are received and orders are expedited on time
Assisting the Purchasing Coordinators on routine tasks including managing the centralised incoming purchasing emails.

Purchasing Assistant Job Duties:

- Update project and purchasing data in business systems. Assist with ensuring all data in all orders and specifications are correct according to demand and planning.
- Proactively chasing for order acknowledgements and due dates or overdue orders from suppliers. Ensuring deliveries are received in time with the requirements of the planning department to meet production needs.
- Assertively ensuring suppliers respond within set time frames.
- Answer and address enquiries in a professional way.
- Provide admin support to all staff as directed by the line manager.
- Assist with compiling accurate reports to provide information and research as required.
- Ensure financial and procurement processes are completed to agreed timescales.
- Liaise with Warehouse team for booking slots and effectively resolving any issues that may arise.
- Effectively manage own time, workload and resources ensuring important targets are met.
- Notify and escalate urgent issues or delays that may impact production schedules.
- Ensure suppliers have approved documentation.

How to Apply:

Please email

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

