

Purchasing Coordinator



Herrco Cosmetics have a new opportunity due to expansion in our team, for a Purchasing Coordinator to join our team in Halesworth, Suffolk. We are offering a competitive salary of £22,500 per annum

Are you developing your purchasing career?
Can you work in a fast paced environment with accuracy and focus on continuous improvements?

What is the Purchasing Coordinator Job:

- ✓ As part of the purchasing team, you will ensure that orders are placed in timely manner, with a strong focus on commercials.
- ✓ Working with the Purchasing Administrator to ensure orders are delivered in line with production plans and centralised purchasing emails are actioned in a timely manner
- ✓ Managing supplier relationships, to help ensure robust supply chain, and assisting the Purchasing Manager with supplier reviews.

Purchasing Manager Duties

- ✓ Source the required materials by placing orders and expediting in line with the set plan
- ✓ Working with production planning team requirements
- ✓ Raising purchase orders to correct quantities and prices
- ✓ Managing supplier accounts and updating information
- ✓ Maintain stock levels of set items and ensure re-order process is followed
- ✓ Dealing with supplier issues
- ✓ Deal with supplier delivery non-conformances with a focus on root cause analysis and improvement
- ✓ Taking ownership and a lead role in expediting urgent orders ensuring materials are delivered to meet manufacturing and tight production schedules
- ✓ Support Purchasing Manager with supplier reviews and associated tasks

Herrco Cosmetics...

...is an innovative UK based cosmetics manufacturer, specialising in bespoke product development and formulation. For over three 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.

Essential Experience:

- ✓ Must live within a 30 minute radius from site
- ✓ Attention to detail
- ✓ Great communication with confidence
- ✓ Able to work under pressure to tight deadlines with highest accuracy
- ✓ Business savvy and commercial awareness of purchasing function and impact on the organisation
- ✓ Analytical with good numerical ability and problem solving skills
- ✓ Relationship development skills

Our Job Offering:

- 30 days holiday inclusive of bank holidays & a day for community volunteering & your birthday off!
- Company Sick Pay scheme
- 8.25% Pension Scheme (incl 5% employee contribution)
- Flexitime scheme with up to 6 full days off
- Work from home occasion opportunities
- Generous compassionate & emergency leave policy
- Inspiring working environment & refurbished office
- Nespresso Coffee in the office, all free!
- Employee events
- Close to train station

To Apply: Please email HR@herrco.co.uk

