



Senior Purchasing Coordinator



Herrco Cosmetics have a new opportunity due to expansion in our team, for a **Senior Purchasing Coordinator** to join our team in **Halesworth, Suffolk**.



We are offering a competitive salary

Are you an experienced purchaser?

Can you work in a fast paced environment with accuracy and focus on continuous improvements?

What is the Purchasing Coordinator Job:

- ✓ Working directly with the Procurement and Planning teams to ensure orders are placed in timely manner, with a strong focus on commercials.
- ✓ Working with 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 Team to deliver KPIs.

Purchasing Manager Duties

- ✓ Source the required materials by placing PO and expediting in line with the set plan
- ✓ Working with planning team making sure required materials are sourced within time requirements
- ✓ Raising purchase orders to correct quantities and prices, issuing them to suppliers
- ✓ Maintain stock levels of set items and ensure re-order process is followed
- ✓ Manage supplier relationships, understand root causes and agree improvement plans for performance of:
- ✓ Delegating to purchasing administrator to ensure system is updated and all order acknowledgements are received and accurate
- ✓ Attend Commercial planning meetings to support customer service is provided to a high level

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:

- ✓ 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

