



Liquids Manufacturing Coordinator

Salary: £26,000.00

Hours: 36.5 hours per week (Monday - Thursday, 8:30am – 16:30pm, Friday, 08:30am – 15:30 pm)

Contract: Permanent, full-time (3-month probation)

Reports to: Herbalist & Liquids Manager

Location: HQ in Milverton, Somerset, UK

(Please note: this role is not remote. Applicants must already have the right to work in the UK and be able to commute to Milverton.)

About Organic Herb Trading

For over 40 years, Organic Herb Trading has been at the heart of organic and sustainable sourcing—working with herbs, spices, and botanicals from all over the world. We're a small but passionate team based in the Somerset countryside, supplying some of the UK's best-known ethical and wellness brands.

What makes us different? We care deeply about what we do - from the quality of our ingredients to the relationships we build with our growers and customers. We mix decades of expertise with a curious, forward-thinking mindset, always looking for better, fairer and more sustainable ways to do business.

The successful candidate will effectively plan and carry out the manufacturing operations of the Liquids department, including herbal tinctures, infused oils and glycerites. This also involves regularly liaising with other departments within the business. As a hands-on role, regular manual handling of stock, packaging and bottling of products and cleaning of equipment. The position requires a high level of physical activity, including manual handling tasks such as lifting heavy items and working in a physically demanding environment.

Our two-acre herb field allows us to grow, dry and extract herbs onsite to produce UK leading tinctures and infused oils ensuring that our products are of the highest quality. We are committed to the certification standards that provide important transparency and reassurance to our customers and the postholder will take on the maintenance of excellent record keeping and ensure compliance with relevant health and safety and statutory legislation.

Role Purpose

To carry out and coordinate the day to day running of the Liquids department.

Key Responsibilities

- Plan and carry out the manufacturing operations in the Liquids department in liaison with the Liquids Manager
- Making sure the department is audit ready including accurate and up-to-date procedures, paperwork, labelling, storage, training, hygiene and housekeeping
- Monitor and control stock levels of liquids as well as raw materials for production
- Maintain excellent records (primarily with Sage 200 & Excel) to ensure colleagues always have access to up-to-date information and to facilitate successful internal and external audits
- Ensure that the correct production equipment and implements are available and adequately maintained/calibrated to appropriate hygienic and good manufacturing standards
- Manual handling of stock, lifting and moving including packing and bottling of products
- Cleaning of machinery, equipment and general warehouse areas
- Implementation and maintenance of quality assessment strategies to ensure liquid products are of the highest standard and meet applicable certification requirements
- Use of machinery and equipment e.g. Herb Cutter
- Coordinate and work with the warehouse team to achieve efficient physical flow and movement of materials
- Assisting dry products warehouse team with packing, picking and stacking as required
- Assist Herb Field Manager with herb field activities as required.

This Job Description is not an exhaustive list of duties; but is intended as a general indication of the range of work undertaken and will vary in accordance with the changing demands of the business.

Desired Experience and Skills

- Knowledge of herbal medicine products
- Previous experience of working with herbal tinctures, oils, and essential oils
- Excellent IT skills
- Knowledge of health and safety & hygiene best practice

Qualities & Attitude

- Enthusiasm for working with medicinal plants
- Communicate clearly, concisely and respectfully with colleagues and customers
- Detail oriented
- Practical problem-solving skills
- Ability to prioritise workloads to meet deadlines
- Work well independently & with others
- Professional and represents the values of the business

What We Offer

- 25 days holiday + bank holidays
- Medicash health scheme
- Staff buying co-operative & cycle to work scheme
- Contributory pension (4% employer contribution)
- Career development & learning support
- A mission-led, independent workplace committed to doing business the right way

How to Apply

Please send your CV and a brief covering letter outlining why you believe you are a great fit for this role to recruitment@organicherbtrading.com. Shortlisted candidates will be invited to interview with our Global Supplier Manager and Herbalist & Liquids Manager.

Application deadline: Friday 1st May 2026 – early applications are encouraged as they will be reviewed on receipt. We look forward to hearing from you.

Equal Opportunities

We are an equal opportunities employer and welcome applications from all suitably qualified candidates regardless of race, gender, disability, religion/belief, sexual orientation or age. We are committed to creating an inclusive environment for all employees.