



Miller

Reports to: Head of Operations

Location: Milverton & occasionally Wellington, Somerset

Hours: 36.5 hours per week

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.

Role Purpose

Operating milling machinery to process and mill bulk quantities of herbs and spices according to bespoke customer requirements.

Job Description

- Operating specialist production machinery
- Measuring raw materials in preparation for production
- Monitoring the production process
- Informing supervisors of production issues including faulty machinery
- Adhering to relevant health and safety legislation whilst operating machinery and handling products
- Adhering to operations procedures and production timelines
- Manual handling of stock including lifting and moving. This may involve using specialist lifting equipment and forklift trucks.
- Cleaning of machinery and other parts of the production space and general warehouse areas
- Maintaining work areas and equipment
- Use of internal stock control systems
- Receipt of stock via hauliers
- Performing quality assurance and testing checks
- Completing mandatory training to comply with hygiene standards, health and safety and internal processes

This 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.

Preferred knowledge and experience

- Good standard of numeracy and literacy
- Previous experience of working in a manufacturing and/or production environment
- Driving licence
- IT skills to include Microsoft Office and ideally Sage 200

Qualities and attitude

- Honest & reliable
- Good physical strength and dexterity with the ability to regularly lift loads of up to 25kg
- Excellent attention to detail and organisational skills
- Ability to keep accurate recordings relating to batch numbers and processing in a timely fashion
- Self-motivated with the ability to work independently
- 'Can do' attitude, responds well to change
- Good time keeping and ability to meet deadlines
- Proactive and customer-focused team player
- Commitment to following Health & Safety and certification standards

What We Offer

- Competitive salary
- 25 days annual leave entitlement plus 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

This role is permanent, working 36.5 hours per week, Monday to Friday (8.30am-4.30pm Monday to Thursday, 8.30am-3.30pm Friday), based at our Milverton HQ in Somerset. We are in a rural location so your own transport is essential.

How to Apply

Please send your CV and a maximum 1-page cover letter outlining why you believe you are a great fit for this role to recruitment@organicherbtrading.com. Shortlisted candidates will be invited to attend an interview.

Application deadline: Tuesday 22nd September 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.