

**Ready, Set, Grow!**



**VESTA NUTRA** represents a customer-centric contract manufacturer of dietary supplements and a world-class ingredient distributor under the combined endeavor to ensure high-quality nutraceutical supplements at affordable prices, across the globe. We take responsibility for delivering outstanding products and results to our partners and the consuming public while working with our partners to generate innovation within the supplement industry.

**Vesta Nutra** is ready to meet the challenges of the dynamic global nutritional supplement market, from research, development, supply chain, production, packaging, and regulatory conditions.

**VESTA INGREDIENTS, INC.** understands there are purer, more effective, and more potent ingredients just waiting to be discovered. Skilled research and development staff are constantly investigating emerging scientific and botanical data in order to formulate the next breakthrough dietary supplement your customers will demand.

**VESTA PHARMACEUTICALS, INC.** is a customer-centric contract manufacturer of dietary supplements has grown into a premier cGMP and FDA registered (21CFR111) full-service provider of dietary supplements and nutritional ingredients. Thriving in the growth of the private label nutraceutical space has provided the ability to meet our customer's needs in a timely and price-efficient manner.



**Administration Assistant / Receptionist**  
**On-site 5767 Thunderbird Road, Indianapolis, IN 46236**

**Essential Duties and Responsibilities:**

- Answer phones, route calls, greet visitors, have them sign in
- Assist Human Resource Specialist with track and logging Employee Time Off Requests
- Compile supply requisition for Purchasing Manager
- Maintain Vending/Coffee area, inventory supplies
- Receive/Send Shipments
- Generate shipping documents – VII
- VII Accounts Receivable: Issue Sales Orders and Invoices

- Coordinate VPI Shipping
- Pick and Pack Dr's Hope eBay and Groupon orders
- Employee Board Updates and Notices
- General filing and other duties as needed
- Trade Show Program (Branded), Registrations, air reservations, rental van or shipping
- Employee Birthday Recognition (cards and treats)
- Keep Front Conference Room and Foyer clean and tidy
- Assist President and managers as needed
- Additional duties as assigned

**Requirements & Skills:**

- College degree and at least 2 years of experience
- Experience working in food manufacturing or familiarity with FDA and cGMP is a plus
- Detail oriented and ability to thrive in a team environment
- Adequate experience as a coordinator in a business environment required
- Good knowledge of Microsoft Office applications
- Proficient in technology and general office equipment
- Excellent verbal and written communication skills
- Strong organizational and time management skills
- Ability to work efficiently with minimal supervision

Apply today!

<https://vestanutra.com/careers/>