

**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.



***Customer Service Representative***

**On-site 5767 Thunderbird Road, Indianapolis, IN 46236**

**GENERAL DESCRIPTION:**

- Communicate with existing customers to meet their needs
- Process orders for ingredients or contract manufacturing
- Arrange Shipping
- Handle Purchase Orders when received
- Assist Sales with sourcing and quoting when needed
- Assist with Marketing (Trade Show preparation, contact)
- Filing, as needed

- Complete cGMP and SOP Training – refer to Training Matrix for complete list of SOP training required for Sales/Customer Service
- Additional duties as assigned

**WORK EXPERIENCE REQUIREMENTS:**

- At least 2 year(s) of customer service experience
- Attention to detail
- Highly organized
- High degree of accountability & responsibility
- Ability to perform with little supervision
- Courteous, prompt and dependable
- Multi-task oriented
- Solid phone skills
- Computer proficient (Microsoft Word, Excel, Outlook)
- Typing Proficiency

**EDUCATION REQUIREMENTS:**

High School Diploma or equivalent experience

**Apply today!**

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