

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.



Human Resource Office Manager / Purchasing
On-site 5767 Thunderbird Road, Indianapolis, IN 46236

Essential Duties and Responsibilities:

- Create and maintain personnel files for all Employees and Contractors (applications, tax paperwork, policy agreements, reference checks, employee handbook signoff, performance evaluations, etc.)
- Maintain and Update Employee Handbook as needed.
- Conduct New Employee Orientation
- Conduct Employee Review(s) as designated by President
- Track and Log Employee Time Off

- Represent Vesta and process paperwork accordingly with State and Federal Agencies and Temp Agencies (DWD, E-Verify, etc.)
- Maintain company HR related registrations and employment law postings
- Keep HR Records compliant with Record Retention Policy
- Must have excellent communication skills, ability to multi-task and organize well.
- Complete cGMP and SOP Training – refer to Training Matrix for complete list of SOP training required for Human Resource Specialist and Purchasing
- Manage all international and domestic shipping
- Managing inventory levels
- Contact Vendors as needed to get pricing, availability, specifications, etc
- Manage online orders including Amazon Replenishment and inventory (making sure product is in stock and not expired)
- Manages all incoming freight and carrier packages (UPS, Fedex, ect)
- Complete other duties as assigned

Requirements & Skills:

- College degree and at least 2 years of experience
- Purchasing
- Management experience, vendor management, or supply chain, 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/>