

**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.



### **Logistics Coordinator**

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

#### **Essential Duties and Responsibilities:**

- Preparing shipping documents
- Coordinating transportation providers to ensure prompt and proper movement of shipments
- Responding to customer inquiries and referring clients to the proper channels
- Reviewing purchase orders and shipping documents to ensure accuracy
- Managing inventory of on-line orders
- Fulfilling on-line orders
- Making special shipping arrangements as necessary

- Tracking and fixing shipping errors
- Reviewing shipping bills and invoices for accuracy
- Managing distribution and shipment budgets
- Ensuring that the quality of all services provided meets the required standards
- Developing processes that make the supply chain more efficient and organized
- Additional duties as assigned

**Requirements & Skills:**

- Associate degree or closely related field in business administration
- 2 to 5 years of experience working in the logistics
- Expert inventory management
- Advanced data analysis and data visualization
- Tracking shipment
- 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/>