

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.



Purchasing & Scheduling Coordinator
On-site 5767 Thunderbird Road, Indianapolis, IN 46236

Essential Duties and Responsibilities:

- Manage all international and domestic shipping
- Manage online orders including Amazon Replenishment and inventory (making sure product is in stock and not expired)
- Manage all office supply orders goals
- Manages all incoming freight and carrier packages (UPS, Fedex, ect)
- Managing inventory levels
- Preparing master production schedule

- Scans paper documents and verifies that scanned documents are clear and legible
- Checks paperwork, digital forms, and files, updating or correcting documentation as needed
- Contact Vendors as needed to get pricing, availability, specifications, etc
- Prepare cost estimates of nutritional ingredients with Accounting and Quality Managers to obtain cost information
- Form relationships with customers and suppliers to provide on-time and accurate quotations
- Long-term planning to create initiatives that further the company's overall goals
- Optimize quotation process through cost savings and cost avoidance for supply, ingredients, and packaging
- Meet with sales, operations, and quality to determine how to fulfill customer needs while staying compliant with cGMP purchasing guidelines
- Ability to handle the critical quotations process from the time you receive the request from the customer or sale representative to the time quote is submitted to customer
- Learn about our nutritional supplements and ingredients to provide quotations that result in profitable sales for the company
- Train employees on job requirements
- Maintain production schedule and initiate projects based on due dates and capacity
- Assign individual production staff to specific work tasks/projects
- Communicate job expectations, planning, monitoring, appraising, reviewing contributions
- Contribute information and recommendations to strategic plans
- Work closely with Production Supervisor to ensure tasks are completed timely and completely
- Enforce policy and procedure
- Train employees on job requirements
- Reviews, prepares, completes action plan for production activity
- Liaison to maintenance to ensure all preventative maintenance and plant/equipment repairs are completed timely with scheduled suppliers
- Complete cGMP and SOP Training – refer to Training Matrix for complete list of SOP training required for project Coordinator
- Identifying opportunities to expand or shift course in order to take advantage of changes in the market
- Additional duties as assigned

Requirements & Skills:

- Bachelor's degree or closely related field in business administration
- Purchasing
- Management experience, vendor management, supply chain, or production scheduling experience helpful
- 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/>