

**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.



### **VPI Customer Service with Inside Sales**

**\$30k-\$50k**

**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 with sales sourcing and quoting when needed
- Assist with Marketing (Trade Show preparation, contact)
- Filing, as needed
- Must have excellent communication skills, ability to multi-task and organize well

- Maintain and develop relationships with current customers, follow up with previous accounts and initiate contact with potential customers
- Represent Vesta at industry events (Trade Shows, meetings, etc.) – some travel required
- Work with Sales Managers to identify top accounts and target companies
- Review new projects/potential projects with accounting, purchasing for price quotes
- Work with operations to fulfill customer needs
- Maintain sales contacts in CRM tool (HubSpot)
- 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 desirable
- At least 3 year(s) of Sales experience desirable
- Strong desire to succeed
- Ability to close new accounts
- Strong interpersonal and customer service skills
- Background in nutritional supplements, biological, chemical, or related field is a plus
- Computer proficient Microsoft Office (Excel, Word, Outlook)
- CRM software: 1 year (Preferred)

#### **EDUCATION REQUIREMENTS**

- Associates or Bachelors

#### **HELPFUL SKILLS:**

- Experience working in food manufacturing or familiarity with FDA and cGMP is a plus
- Chemical Sales: 1 year (Preferred)
- Microsoft Office applications: 2 years (Preferred)
- Detail oriented and ability to thrive in a team environment
- 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
- Science background preferred, not required

Apply today!

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