

**Customer Service Representative (Redmond, WA)**

Nutraceutix is a contract manufacturer in the nutritional supplement marketplace, specializing in probiotics. We provide a wide variety of products in bulk powders, capsules, tablets and fully finished bottled products for private labels and brands.

We are currently in the need of a **Customer Service Representative** to work in our Redmond, WA, facility. This position will support corporate direct sales activities as a customer service contact and act as liaison between customers and internal departments while reporting to the Customer Service Supervisor. The schedule is Mondays through Fridays, around core office working hours.

In addition to the above, other duties of this position will be, but are not limited to:

- Assist Sales Department with order processing and customer service.
- Perform and track order processing tasks and deliverables.
- Enter data and maintain sales order - contact management database.
- Assist and advise Order Processing/Accounting department on orders.
- Communicate and follow up with customers on labels, Material Requisitions, etc.
- Monitor and manage small company outlet store sales activities.
- Assist Marketing Department on all marketing activities.
- Provide artwork to advertising, promotional and print providers.
- Coordinate and implement exhibitions at trade shows and exhibits.
- Develop and maintain corporate literature library.
- Produce and execute direct mail and other marketing campaigns as directed.
- Support executive staff's marketing, presentation and related activities.

Requirements and work experience for this position:

- Must be comfortable working in a manufacturing and sales environment that involves deadlines and frequent interaction with both customers and internal personnel via phone, email, fax, and in person (previous experience in a similar capacity is a plus.)
- Must be organized, attentive to details, and able to manage multiple simultaneous tasks and responsibilities. Must be computer literate with good MS-Office (Word, Excel, and Outlook) and data entry skills.
- Prior familiarity with computer graphics, desktop publishing software, database reporting tools, etc. is helpful.
- Must be able to travel occasionally (short trips involve shows/exhibits in the U.S. no more than a few times per year).

We have competitive salaries and great employee benefits including medical, dental, vision, LTD, and 401(k) / Roth Plan participation.

If you meet these requirements, please send your resume to Becky Olson at [bolson@nutraceutix.com](mailto:bolson@nutraceutix.com). *Probi USA, Inc. is an Equal Opportunity Employer!*