JOB OPPORTUNITY

Nutraceutical Corporation has an immediate opening on the Education Helpline located in Salt Lake. Please see the following job responsibilities and qualifications and have anyone interested fill out an application at https://home.eease.adp.com/recruit2/?id=1685251&t=1:

Essential Functions:

• Courteously handle retailer and consumer questions by telephone and through written correspondence. Answer product questions. Handle difficult callers and issues in a pleasant and professional manner. Follow escalation procedures where necessary.
• Complete forms and forward information to other departments, as well as enter information into database.
• Follow written procedures regarding reporting of adverse events.
• Review and stay up to date on latest publications, studies, and articles on ingredients and products.
• Prepare and summarize research for other team members in a way that is understandable to customers.

Job Qualifications:

• Bachelor's degree from four-year college or university in a natural or health science field or medical/pharmacology field preferred, plus one to two years related experience and/or training; or equivalent combination of education and experience.
• Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
• Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
• Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
• Computer skills, including Windows '98 or above.
• Ability to understand science articles about natural products and body functions.