



Vesta Nutra

Project Coordinator

Project Coordinator

General Description of Duties

- 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.
- Reviews, prepares, completes action plan for production activity.
- Liaison to maintenance to ensure all PM and plant/equipment repairs are completed timely.
- Complete cGMP and SOP Training – refer to Training Matrix for complete list of SOP training required for Project Coordinator.

Work Experience Requirements

- Minimum of 3-5 years of production experience.
- Microsoft Office: 1 year (Preferred)
- Project Management: 1 year (Preferred)

Education Requirements

- Bachelor's Degree or equivalent experience
- Microsoft Office: 1 year (Preferred)
- Project Management: 1 year (Preferred)

Full-time, Monday to Friday

Pay: \$35,000 - \$40,000 per year

Benefits:

- 401(k)
- Paid time off