

JOB POSTING

Job Title: Writer
Department: Marketing
Reports to: Directors and Up
Salary Range: DOEE, Exempt
Date of Posting: December 22, 2016

Job Description: Develops a variety of written copy to support collateral creation.

Job Duties:

- Writes a variety of content, including articles, slide presentations and product descriptions.
- Reads industry-related information such as articles, clinical studies and supplier presentation materials.
- Performs any other related duties, projects or responsibilities that may be assigned by supervisor/s.

Job Requirements:

- Bachelor's Degree in Biology, Chemistry, Physiology, Nutrition or related field.
- Four years of writing experience in the dietary supplement, food or beverage industries.
- Strong scientific background as it relates to dietary supplements.
- Knowledge of DSHEA and FTC guidelines is a plus
- Proficient in Microsoft Office.
- Great attitude
- Detail-oriented
- Excellent work ethic

How to Apply: Résumé and writing samples required.

Job Status: Full-Time / Exempt

Schedule: Day [M-F with Flexibility]

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently is required to reach with hands and arms, use hands and fingers to handle controls, computer and mouse; talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus. Generally, the Technical Editor position is considered sedentary. The employee is occasionally required to walk, stand, stoop, and lift as required to read and file documents or store materials throughout the work day. May be required to lift up to 25 lbs.

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