



Operations Administrative Assistant Position in Hartland Wisconsin

Company Overview:

True Botanica is a natural products company located in Hartland, WI (half an hour outside of Milwaukee WI). We sell nationwide to the professional as well as the direct to consumer channels. Physician founders are authorities in the holistic anthroposophic health arena. For more information visit us at: www.truebotanica.com

Job Overview:

We have an immediate opening for an Operations Administrative Assistant in our busy-yet friendly office environment.

Qualified applicants are career minded and will have an interest in an ecologically friendly lifestyle, organic products, and are community conscious.

The position includes operations related functions; participation with our cGMP program; participating in production planning and coordination, supporting management, customer service and more.

Main Job Requirements:

- Have excellent computer literacy--maintain internal databases for day to day operations (EXCEL, Outlook, Business Contact Manager, Microsoft Word programs)
- Experience with inventory management a plus;
- Strong detail orientation and paperwork accuracy skills;
- Comfort with customer service and strong customer interaction skills;
- Ability to multi task;
- Familiarity with operations of cGMP regulations a plus

Salary and Benefits

Compensation commensurate with background and experience.

To Apply

Please email Cover letter, Resume, and Contact Information to Truebotanicajobs@gmail.com with the title of the email 'Operations Admin Assistant.'