



JOB OPPORTUNITIES

05/29/2020



Following are position openings at NOW Health Group and The Fruitful Yield. Please review requirements of the position/s you are interested in. If you meet qualifications, you may apply by completing an Internal Transfer form (found in the lunch room), have your supervisor sign, and submit to HR Office.

NOTE: Each position indicates whether it is a **SCORECARD** or **INTERVIEW** position (for Internal candidates). If applying for an **INTERVIEW** position, you need to attach your updated resume (MUST include your current position at NOW Foods). All external candidates will go through the Interview Process.

NOW HEALTH GROUP - MIDWEST OPERATIONS

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QUALITY/R&D

QC ANALYTICAL LAB SUPERVISOR

BLM

INTERVIEW

Posted 05/07/20 (1 position) Full-time 3rd shift 10:45 PM – 7:15 AM (expired on 05/12/20)
 Coordinates analytical laboratory testing. Performs analytical testing. Conducts and documents OOS investigations. Drafts new procedures and/or changes to SOP's to keep current or improve cGMP status. Ensures conformance of all laboratory activities to appropriate cGMPs. Enforces compliance to regulatory, safety procedures and the Chemical Hygiene Plan. Develops, recommends, and implements systems, processes, activities, SOPs to improve quality of analytical results. Ensures that lab documents and lab data (paper and electronic) are properly classified, controlled, and stored. Performs analysis of samples as required. Provides training of analytical personnel on each new method and new equipment. Ensures that all lab instruments are functional and suitable through coordinating preventive maintenance, troubleshooting, appropriate calibration, instrument upgrades, etc. Acts as liaison to vendors and outside laboratories regarding instrumental analysis/methods. Bachelor's degree (B.S.) or equivalent from four-year college or technical school in food science, chemistry, physics or related field, and a minimum of five years quality-related experience in a manufacturing environment or equivalent combination of education and experience. Pre-employment testing required: drug screen, physical, functional, background check.

QC ANALYTICAL CHEMIST I

BLM

INTERVIEW

Posted 02/07/20; 04/20/20 (2 positions) Full-time 2nd shift 2:45 PM – 11:15 PM (expired on 02/12/20; 04/23/20)
 Prepares samples for instrumental analysis. Sets up HPLC and GC under guidance. Perform data interpretation. Compares results to specifications. Notifies supervisor/lead when result is out-of-specification. Processes and records data. Orders supplies. Dumps hazardous waste. Performs housekeeping duties. Uses the following types of instruments - FTIR, FT-NIR, HPLC, GC, ICP/MS, pH meter, auto titrators, balances. Assists in inspection as needed. Complies with safety and GMP requirements. Bachelor's degree (B.S.) or equivalent from four-year college or technical school in laboratory science field (i.e. chemistry, biology, etc.) Familiarity with general laboratory equipment and basic computer skills are necessary. Pre-employment testing required: drug screen, physical, background check.
 FRIR, FT-NIR, HPLC, LC/MS, HPTLC, GC, GC/MS, ICP/MS, ICP/OES and UV/Vis experience or equivalent; a combination of education and experience that meets these criteria will be considered. Pre-employment testing required: drug screen, physical, functional, background check

QA CONTRACT MANUFACTURING & BUSINESS SUPPORT SUPERVISOR

BLM

INTERVIEW

Posted 07/17/19 (1 position) Full-time 1st shift (expired on 07/22/19)
 Supervises the flow of workload coming into the QA Contract Manufacturing and & Business Unit Support Group. This includes but is not limited to: interaction and agreement on Master Formulas, Specifications, Documentation Receipt and Availability, review of Master Manufacturing and Batch Production Records and Testing Method Agreements with Contract Manufacturers (CM). Engages and assists in resolving higher level issues that may arise with CM products. As needed, accompanies group member on audits or site visit of CM if necessary and is involved in NOW Food's audits by customers. Supervises the flow of requests by the International Group; follows up with those assigned the task and ensures timely completion. Conducts cGMP and on-the-job training of department personnel. Drafts new procedures and/or changes to SOPs to keep current or improve cGMP status. Ensures that contract manufacturer and private label documents (paper and electronic) are properly classified, controlled, and stored. Complies with safety and GMP requirements. Bachelor's degree (B.S.) from a four year college and a minimum of five years' experience in Quality Assurance or Quality Control, in the food, pharmaceutical, dietary supplement, or medical device industry or an equivalent combination of education and experience. Knowledge of GMPs required. Pre-employment testing required: drug screen, background check.

SUPPLIER QUALITY SUPERVISOR**BLM****INTERVIEW**

Posted 01/09/19 (1 position) Full-time 1st shift (expired on 01/14/19)
 Implement an effective supplier management program. Communicating quality requirements to suppliers. Supervises specification creation/revision for all raw materials and ensures all food safety requirements are incorporated into ingredient specifications. Establish and monitor supplier performance to include metrics. Assist management in ensuring that the supplier audit program is implemented in compliance with existing procedure requirements. Assist management in maintaining and approving all supplier documentation. Managing quality improvement plans, leading high risk supply issues, and providing guidance to supplier quality group. Ensure that NHG supplier quality procedures, and specifications are revised and updated to ensure compliance with new regulations (i.e. FSMA) and NHG's policy changes. Maintain knowledge and communicate GFSI standard updates and FDA FSMA requirements and trends to suppliers and management. Bachelor's degree (B. A.) four-year college, advanced degree preferred, or university with major in a Science field (i.e. Chemistry, Biology); at least five years related experience in Quality Control or Quality Assurance in a GMP manufacturing facility; or equivalent combination of education and experience. A minimum of one years of experience in supervision of Quality Assurance or Quality Control staff and experience in internal and external auditing procedures. Certification such as CQM, CQE, CQA and/or Six Sigma Black or Green Belt preferred. Pre-employment testing required: drug screen, background check.

R&D PACKAGING ENGINEER**BLM****INTERVIEW**

Posted 05/06/19 (1 position) Full-time 1st shift (expired on 05/09/19)
 Responsible for developing, implementing, and improving procedures for managing and coordinating packaging engineering activities; leads cross-functional teams, provide technical support, develop new packaging, and optimize existing packaging systems; perform all packaging engineering activities associated with package design, testing, process development, specifications, and ensure proper configuration and packaging attainment goals are met or exceeded; manage the design and selection of primary, secondary, and tertiary components, label substrates/adhesives & suppliers; drive continuous improvement efforts focused on quality and operational efficiency; identify and implement cost savings initiatives related to packaging materials, efficiency, transportation, and storage; develops test methods based on accepted industry standards to verify packaging material integrity, product compatibility, stability, sustainability, and meets regulatory requirements; establish strong working relationships with key suppliers; understands the upstream and downstream implications of his/her work; creates and/or maintains technical packaging specifications; creates and/or maintains master batch records to include materials and packaging process requirements to ensure consistency from batch to batch; leads sustainability efforts associated with packaging to include improving existing and seeking new technology for new packaging components; organizes resources in completing projects based on the priorities of meeting profitability objectives, company deadlines, operating budget responsibilities; completes URS documentation, attends FAT, and works closely with QA/QC to complete DQ/IQ/OQ/PQ protocols for new and existing packaging materials and equipment; actively participates in root-cause analysis as packaging related issues arise. Recommends and implements corrective actions; complies with safety and GMP requirements. Master's degree in Chemical Engineering, Mechanical Engineering, or related field; PhD in Packaging Engineering preferred; 10 years packaging experience and/or training; or equivalent combination of training and experience. Pre-employment testing required: drug screen, physical, functional, background check.

WAREHOUSE**RECEIVING WAREHOUSE PERSON****BLM****SCORECARD**

Posted 05/05/20 (1 position) Full-time 2nd shift 2:45 PM – 11:15 PM (expired on 05/08/20)
 Posted 05/29/20 (1 position) Full-time 2nd shift 2:45 PM – 11:15 PM (expires on 06/03/20)
 Unloads and receives shipments, transports product to proper destination, prepares outbound freight shipments, maintains warehouse by performing various duties and assists with special projects as needed. High school diploma or GED, or minimum one month related experience and/or training required. The employee must regularly lift, move slide and or place pallets weighing up to 55#. Pre-employment testing required: drug screen, physical, functional, background check.

PRODUCTION**PRODUCTION CHANGEOVER/RUN OPERATOR****BLM****SCORECARD**

Posted 04/24/20 (4 positions) Full-time 1st shift 6:45 AM – 3:15 PM (expired on 04/11/20; 04/29/20)
 Posted 04/14/20; 05/05/20 (2 positions) Full-time 2nd shift 2:45 PM – 11:15 PM (expired on 04/17/20; 05/08/20)
 Posted 05/29/20 (1 position) Full-time 2nd shift 2:45 PM – 11:15 PM (expires on 06/03/20)
 Posted 03/19/20; 04/24/20 (3 positions) Full-time 3rd shift 10:45 PM – 7:15 AM (expired on 03/24/20; 04/29/20)
 Posted 05/05/20; 05/07/20 (2 positions) Full-time 3rd shift 10:45 PM – 7:15 AM (expired on 05/08/20; 05/12/20)
 Posted 05/13/20 (3 positions) Full-time 3rd shift 10:45 PM – 7:15 AM (expired on 05/18/20)
 Coordinates the line activity and movement of resources to ensure safety, quality and performance objectives are met; Operates and performs changeovers of the lines/equipment within required timelines and demonstrates the ability to consistently meet safety, quality and efficiency goals; cleans and assembles equipment according to standard operating procedures; prepares work area at beginning of shift and cleans up work area at end of shift and/or at end of production run to ensure area is ready for next job. Cleans or sanitizes all food contact surfaces between changes of product; ensures availability of all required materials and supplies using the appropriate lift trucks, hand jacks and other equipment once certifications are achieved; performs operator scheduled maintenance checklist; examines product for identity and any impurities. Weighs out ingredients as listed using scales with printers and mixes ingredients, using appropriate mixing method, carefully and thoroughly; follows batch instructions on BPR or deviation to meet desired specification on equipment; notifies supervisor, lead, SME or R&D of any concerns with instructions on BPR or deviation; under the direction of SME operate equipment within the setup parameters given. Adjustments are made by SME only; records all item and lot number information on production ticket. Documents and updates mix tickets and log book, ensuring that all information is written truthfully and legibly. Properly labels bulk containers, mixes etc.; submits daily report of duties performed and production quantities produced; keeps Quality Control and Research & Development departments informed to ensure correct amounts of raw materials are used and to recommend improvements to existing products; conducts quality checks at regular intervals; inspects ingredients and finished product to ensure product is processed according to specifications; diagnoses and performs minor machine maintenance and makes any needed adjustments. Works closely with maintenance when escalation is needed for a mechanical issue; identifies and submits suggestions to improve efficiencies, quality and safety; complies with safety requirements, GMP requirements, and SOPs/WIs for work area; assists coworkers to set up machine and stacks, marks, packs, and transports in process/finished product; reduces downtime by assuring tasks are performed promptly, safely and efficiently; completes required paperwork truthfully, accurately and timely. Must be able to lift 50#. High school diploma or general education degree (GED), and 6 months experience. Pre-employment testing required: drug screen, physical, functional, pulmonary function, background check.

THIS POSITION WILL WORK IN BOTH PACKAGING AND PROCESSING DEPARTMENTS. INTERESTED APPLICANTS MUST BE WILLING TO WORK IN BOTH AREAS, DEPENDING ON BUSINESS NEED.

PRODUCTION SUPERVISOR**BLM****INTERVIEW**

Posted 02/04/20	(1 position)	Full-time	1 st shift	6:45 AM – 3:15 PM	(expired on 02/07/20)
Posted 02/11/20	(1 position)	Full-time	3 rd shift	10:45 PM – 7:15 AM	(expired on 02/14/20)

Leads and engages production team employees, plans, coordinates, and supervises the daily activities of their assigned department(s) to insure efficient production; Ensures all tasks performed by the production team are performed safely, efficiently and accurately to maintain and improve plant performance in the areas of safety, quality and cost control; Leads and mentors Production staff with less experience; oversees and monitors day-to-day operation of assigned area(s) including work flow, management of work in process, job assignments, rotations, etc. to insure smooth flow and efficient production; participates in the scheduling process including advance production schedule review to communicate issues in a proactive, timely manner for resolution; coordinates and communicates schedule to Leads and employees to assure daily production schedules are met; produces and reviews daily production reports for schedule adherence, efficiencies and other data; provide reports and information to manager and other designated personnel as required; ensures key performance indicators in the production area are met or exceeded. Measures productivity on a daily basis, with goal of meeting standards; communicates with other departments to requisition supplies, products and equipment necessary to meet production schedules; develops/updates standard operating procedures (SOPs) for all department activities; works with other supervisors to solve common issues and develop teamwork among all shifts. Recommends measures to improve production methods, equipment performance, and quality of product. Leads and directs the workforce in problem identification, problem solving and implementing continuous improvement measures; monitors product quality and works with Quality to ensure specifications are met. Ensures that policies, safety rules, FSMA standards and GMP's are followed and enforced and that continual improvement is made towards an injury free environment; actively participates in root cause analysis and other plant continuous improvement initiatives; recommends and implements continuous improvement ideas; actively participates in Tier II meetings; complies with safety and GMP requirements. Bachelor's degree from a four-year college and five years' related experience in a food manufacturing or GMP environment or equivalent combination of education and experience. Minimum of three years recent supervisory experience in a GMP environment. Experience in Lean Manufacturing including 5S and Lean Practices. Pre-employment testing required: drug screen, physical, functional, background check.

PACKAGING OPERATOR I**BLM****SCORECARD**

Posted 05/19/20	(2 positions)	Full-time	2 nd shift	2:45 PM – 11:15 PM	(expired on 05/22/20)
Posted 03/18/20; 04/23/20	(2 positions)	Full-time	3 rd shift	10:45 PM – 7:15 AM	(expired on 03/23/20; 04/28/20)
Posted 05/13/20	(1 position)	Full-time	3 rd shift	10:45 PM – 7:15 AM	(expired on 05/18/20)

Reads job specifications to determine machine adjustments and material requirement; sets stops or guides to specified length as indicated by scale, rule, or template. Sets up and activates machine and observes machine operation to detect work piece defects or machine malfunction. Cleans and assembles equipment on line according to standard operating procedures. Performs minor machine maintenance. Assists coworkers to set up machine, and to stack, mark, pack, and transport finished product. Must be able to lift 50#. High school diploma or general education degree (GED), and 6 months experience. Pre-employment testing required: drug screen, physical, functional, pulmonary function, background check.

PROCESSING OPERATOR I**BLM****SCORECARD**

Posted 05/05/20; 05/19/20	(2 positions)	Full-time	2 nd shift	2:45 PM – 11:15 PM	(expired on 05/08/20; 05/22/20)
Posted 05/29/20	(1 position)	Full-time	2 nd shift	2:45 PM – 11:15 PM	(expires on 06/03/20)

Mixes/blends raw materials in accordance with specified formulas, to be used by various work stations later. Processes raw materials to meet specifications by use of various equipment. Performs the sanitation and changeover of equipment as needed. Must be able to lift 50#. High school diploma or general education degree (GED), and 6 months experience. Pre-employment testing required: drug screen, physical, functional, pulmonary function, background check.

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O/F SUPERVISOR**RSL****INTERVIEW**

Posted 05/13/20	(1 position)	Full-time	3 rd shift	9:30 PM – 6:00 AM	(expired on 05/18/20)
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Studies customer orders and assigns equitable distribution of workload among order pickers to ensure timely and efficient processing of orders and to determine shipping priorities, work assignments, and shipping methods required to meet shipping schedules. Oversees order picking activities to ensure accuracy, completeness and good condition of shipments, and that shortages are listed. Directs and assists order pickers to locate and pick orders from manual work orders and place product in boxes in preparation for shipment. Directs and assists order pickers to assemble customer orders from stock and place orders on pallets. Determines when to ship orders and compiles records of filled orders including weight and shipping charges. Bachelor's degree (B. A.) from four-year college or university preferred and/or three to five years' related experience in supervisory or lead position. Pre-employment testing required: drug screen, physical, functional, background check.

O/F DOCK UTILITY PERSON**RSL****SCORECARD**

Posted 03/18/20	(1 position)	Full-time	2 nd shift	1:30 PM – 10:00 PM	(expired on 03/23/20)
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Weighs all individual pallets for a weight needed by freight forwarder or trucking company. Wraps pallets utilizing the stretch-wrap machine on the dock, or if necessary, wraps the pallets utilizing a hand-stretch tool. Unloads from trucks packaging supplies used by the shipping department and NOW finish goods product from vendors for the Receiving department (utilizing the sit-down forklift). Follows customer instructions on shipments needing customized procedures. Expedites shipments and orders on the dock, as per instructions given by the Traffic Manager. Keeps shipments organized by sequestering orders by customer and orders. Works closely with Order Fulfillment personnel to process customer orders in a timely manner. Performs basic computer applications skills utilizing main frame for item inquiry, order organizer, shipping transactions, invoicing, etc. to help finish processing the shipment. Complies with safety and GMP requirements. High school diploma or general education degree (GED). One to three years related experience. Must be able to lift 50#. Pre-employment testing required: drug screen, physical, functional, background check.

O/F LTL STOCKER**RSL****SCORECARD**

Posted 03/18/20; reposted 04/14/20	(2 positions)	Full-time	1 st shift	5:30 AM – 2:00 PM	(expired on 04/17/20)
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Examines stock to verify conformance to specifications. Stores products on a daily basis in bins, pallets, shelves, racks or in refrigerator according to identifying information such as product item number, size, or type of product. Marks identifying codes, figures, or letters on product, CTNS, out-of-stock boards, etc. Determines methods of storage, identification, and stock location, considering temperature, humidity, height and weight limits, turnover, floor loading capacities, and required space. Moves or transports finished product, material or supplies to other departments by utilizing hand jacks, lift carts, etc. Performs additional duties as needed, such as assisting Order Fulfillment in picking manual orders. High school diploma or general education degree (GED). Must be able to lift 75#. Pre-employment testing required: drug screen, physical, functional, background check.

O/F STOCKER**RSL****SCORECARD**

Posted 05/29/20	(1 position)	Full-time	2 nd shift	1:30 PM – 10:00 PM	(expires on 06/03/20)
Posted 05/29/20	(1 position)	Full-time	3 rd shift	9:30 PM – 6:00 AM	(expires on 06/03/20)

Examines stock to verify conformance to specifications. Stores products on a daily basis in bins, pallets, shelves, racks or in refrigerator according to identifying information such as product item number, size, or type of product. Marks identifying codes, figures, or letters on product, CTNS, out-of-stock boards, etc. Determines methods of storage, identification, and stock location, considering temperature, humidity, height and weight limits, turnover, floor loading capacities, and required space. Moves or transports finished product, material or supplies to other departments by utilizing hand jacks, lift carts, etc. Performs additional duties as needed, such as assisting Order Fulfillment in picking manual orders. High school diploma or general education degree (GED). Must be able to lift 75#. Pre-employment testing required: drug screen, physical, functional, background check.

O/F INTERNATIONAL STOCKER**RSL****INTERVIEW/SCORECARD**

Posted 03/18/20; reposted 05/19/20	(1 position)	Full-time	1 st shift	5:30 AM – 2:00 PM	(expired on 05/22/20)
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Examines stock to verify conformance to specifications. Stores products on a daily basis in bins, pallets, shelves, racks or in refrigerator according to identifying information such as product item number, size, or type of product. Marks identifying codes, figures, or letters on product, CTNS, out-of-stock boards, etc. Determines methods of storage, identification, and stock location, considering temperature, humidity, height and weight limits, turnover, floor loading capacities, and required space. Moves or transports finished product, material or supplies to other departments by utilizing hand jacks, lift carts, etc. Performs additional duties as needed, such as assisting Order Fulfillment in picking manual orders. High school diploma or general education degree (GED). Must be able to lift 75#. Pre-employment testing required: drug screen, physical, functional, background check.

O/F UTILITY PACKER**RSL****SCORECARD**

Posted 04/15/20; 05/13/20	(3 positions)	Full-time	2 nd shift	1:30 PM – 10:00 PM	(expired on 04/20/20; 05/18/20)
Posted 04/23/20; 05/13/20	(2 positions)	Full-time	3 rd shift	9:30 PM – 6:00 AM	(expired on 04/28/20; 05/18/20)
Posted 05/29/20	(1 position)	Full-time	3 rd shift	9:30 PM – 6:00 AM	(expires on 06/03/20)

Picks customer orders within Pick-to-Lite system, or manually, with the majority of the work being manually picking. Assembles cardboard containers or selects preassembled containers. Inserts items into containers, using appropriate packing material base for bottle type and order size. Checks orders, processes orders and monitors inventory of finished goods by utilizing host system. Uses hand truck to move shipments from upper mezzanine packing/staging area to shipping dock. High school diploma or general education degree (GED). Must be able to lift 75#. Pre-employment testing required: drug screen, physical, functional, background check.

SR. FREIGHT ANALYST**RSL****INTERVIEW**

Posted 05/07/20	(1 position)	Full-time	1 st shift		(expired on 05/12/20)
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Evaluates and designs transportation and distribution procedures to maximize delivery efficiency and optimize customer service needs at NOW distribution centers in Roselle, IL, Sparks, NV, and Pittsburg, PA by performing the following duties: Researches and analyzes current delivery schedules, costs, and delivery methods to ensure shipments and deliveries are meeting customer demands; evaluates and designs transportation procedures to ensure maximum delivery efficiency, in collaboration with the Transportation Supervisor and the Shipping team; audits contracts to ensure rates and terms are competitive and allows company to improve on the customer experience; manages carrier payments and works with Domestic & International Sales, Customer Service, and Transportation departments to address any conflicts between customers and carriers; coordinates hiring of 3rd party vendors to fulfill services when needed; implement cost-saving initiatives based on research and analysis; anticipates and communicates transportation concerns and issues to impacted customers/departments, proactively seeking out alternative solutions to maintain shipping schedules. Bachelor's Degree in Supply Chain Management, Business, or Logistics and 7+ years of related experience required. Proficiency in Microsoft Office Suite required; previous experience working with FedEx required; freight audit experience and contract work required; previous experience using Oracle and systems like Red Prairie preferred. Pre-employment testing required: drug screen, background check.

NOW HEALTH GROUP - CORPORATE OFFICES

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INTERNATIONAL CUSTOMER SERVICE/INSIDE SALES REPRESENTATIVE**KNW****INTERVIEW**

Posted 05/07/20	(1 position)	Full-time	1 st shift		(expired on 05/12/20)
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Processes orders and provides sales support of NOW Foods products to retailers, and other customers. Talks with customers to resolve customer problems or complaints and handles product returns by performing the following duties; talks with customers by phone or in person and is responsible for the timely resolution of customer complaints or problems. Addresses complaints concerning billing or service rendered, referring complaints of service failures to designated departments for investigation. Confers with production, sales, shipping, or warehouse personnel to expedite or trace missing or delayed shipments; handles existing customer accounts and their sales orders. Answers incoming calls and enters orders into computer, to determine total cost for customer. Computes price, discount, and shipping charges. Screens orders received for price and potential errors; assists in setting up customer accounts, processing credit applications, processing customer requests to change terms, and calling on past-due accounts. Sets up new customers or potential accounts into computer system after screening and obtaining proper documentation. Obtains any/all relevant information from new customers and works with the salesperson to create the customer profile; informs customer of prices, shipping date, anticipated delays, and any additional information needed by customer. Attempts to sell additional merchandise to customer; checks inventory and notifies Inventory Control Department of orders that would deplete stock; complies with safety and GMP requirements. Bachelor's degree and one year related customer service experience and/or training; or equivalent combination of education and experience, including computer experience; fluency in Russian language required. Pre-employment testing required: drug screen, background check.

CUSTOMER SERVICE REPRESENTATIVE**KNW****INTERVIEW**

Posted 03/13/20	(1 position)	Full-time	1 st shift		(expired on 03/18/20)
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Talks with customers to resolve customer problems or complaints by performing the following duties. Talks with retail and consumer customers by phone or in person in a high volume call center environment and is responsible for the timely resolution of customer complaints or problems; Adjusts complaints concerning billing or service rendered, referring complaints of service failures to designated departments for investigation; Mails out adjustments and insures proper billing of reported errors daily; Ensures proper completion of all documentation for cGMP requirements; Cross-trains on and reviews work of customer service, sales, accounts receivable and other areas of the company to ensure proper resolutions; Complies with safety and GMP requirements. Associate's degree (A. A.) or equivalent from two-year college or technical school; or two plus years customer service experience in a manufacturing environment and/or training; or equivalent combination of education and experience, including computer experience. Pre-employment testing required: drug screen, background check.

PURCHASING ASSISTANT**KNW****INTERVIEW**Posted 04/01/20 (1 position) Full-time 1st shift (expired on 04/06/20)

Assists and supports the Purchasing department with administrative and buying by performing the following duties: **Document Management:** Obtains regulatory and material documentation from suppliers; Processes change control approval requests and sample requests documentation; Assists International Sales Department in obtaining proper documentation for international product registrations; distributes scorecards and other broad-level communications to suppliers based on instruction from Purchasing Manager; tracks supplier performance on shipping documentation. **Purchase Orders:** Prepares and issues purchase orders on a daily or weekly basis; meets with vendors for pricing, lead-times and availability with old and/or new products; negotiates prices, payment terms and shipping terms; maintains supply inventory and determine needs based on demands; compares product deliveries and contacts vendors when there are discrepancies; supports the ASCP program with continuous updates and data adjustments to improve the fill rates and inventory levels; identifies opportunities for reducing cost; **Supplier Rejects>Returns:** Works with suppliers, Quality, Receiving and Accounting teams to coordinate the return of rejected materials or identify short shipments and ensure credit is obtained from suppliers; assists Purchasing Department on special projects; complies with safety and GMP requirements. Associates degree and three years related experience in purchasing, especially with foods and supplements OR equivalent combination of education and experience. Pre-employment testing required: drug screen, background check.

MASS SALES REPRESENTATIVE**KNW****INTERVIEW**Posted 11/13/19 (1 position) Full time 1st shift (expired on 11/18/19)

Cold-calling agreed-upon accounts, and go after new Mass business including large chains nationwide; assist our other Mass Representatives. Representative will be responsible to communicate all elements to other departments in the organization to help process and grow Mass business and also to avoid and solve problems. Begin the sales process with a large number of potential new Mass accounts. Learn the needs and requirements of these new Mass accounts, such as utilizing customer portals, account forms, credit apps, tax forms, deductions/charges, EDI processing (via IT), contract reviews, pricing, shipping, production and more; work on developing winning/profitable sales strategies, including pricing, ad and marketing needs. Will help communicate to ensure NOW meets customers' contractual requirements; works with production planning for sales estimates, inventory control, timing and more; able to think outside the box for solutions, act quickly and as self-starter both for customers and for NOW; proactively works with good organizational skills to prepare and respond to various customer needs. Supports selling additional merchandise to customers with ideas, research and creativity; complies with safety and GMP requirements. Four-year business degree & 2-5 years related mass customer service & sales support experience; or equivalent combination of education and experience, including computer experience. Pre-employment testing required: drug screen, background check.

PROTOCOL SALES SUPPORT REP**KNW****INTERVIEW**Posted 05/05/20 (2 positions) Full-time 1st shift (expired on 05/08/20)

Processes orders and provides sales support for Protocol products to physicians and other customers. Screens orders received for price and potential errors. Enters orders into computer system; informs customer of prices, estimated shipping dates, anticipated delays, and any additional information needed by customer. Obtains sales tax number and method of payment from new customers; interfaces with distributor partners to ensure order receipt as well as the processing of any returns and quality control complaints; writes up order form or enters data into computer, to determine total cost for customer. Reports and or Issues credits, RMA, and re-bills as needed. Confers with production, customer service, shipping, or warehouse personnel to expedite or trace missing or delayed shipments; generates sales leads and light cold calling in assigned territory with follow up for sales and satisfaction of the customer; completes administrative duties, i.e. mailings, emailing's, requisition processing, etc.; travel may be required for conventions; complies with safety and GMP requirements. High School Diploma or GED and one to three years sales or call center experience required; Associates degree and prior sales experience in the natural foods industry or practitioner experience is strongly preferred. Pre-employment testing required: drug screen, background check.

ORACLE DATABASE ADMINISTRATOR**KNW****INTERVIEW**Posted 02/18/20 (1 position) Full-time 1st shift (expired on 02/21/20)

The Oracle DBA helps support the organization's database storage and retrieval systems, and assists with ensuring the safety of stored data by implementing security & recovery programs while working alongside and collaborating with teams within IT. The role will work with Senior Database Manager and help with the development of the disaster recovery plans, database upgrades, testing and installation of new software, and running back-up programs to prevent the loss of any data. The DBA also helps evaluate company needs in regards to data storage and creates database systems to meet these needs. Other responsibilities include working on projects related to capacity planning, installation, configuration, design, monitoring, general database health and maintenance, performance tuning and data integration & migration. Bachelor's degree (B. S.) in Computer Science or related field from four-year college or university; along with six years minimum experience with Oracle's suite of products; General working knowledge of various Relational Database systems to include installation and maintenance of the same; Familiar with Unix AIX, Linux, Windows Workstation operating systems required; Expertise in Data Warehousing, Oracle Parallel Server, and Web-based implementation; Experience with backup/recovery requirements in the Oracle products as well as performance tuning and database design; Oracle Certified DBA/ADBA required. Pre-employment testing required: drug screen, background check.

CREDIT CLERK II**KNW****INTERVIEW**Posted 04/14/2020 (1 position) Full-time 1st shift (expired on 04/17/20)

Makes collection calls on past due accounts. Resolves disputes internally and externally. Responds to internal and external requests in a timely manner. Negotiates payment plans when necessary with manager's approval. Maintains customer accounts. Recommends to manager accounts to be placed for collection or bad debt. Processes credit applications and resale tax certificates from customers. Compiles, sorts, and files credit documents. Complies with safety and GMP requirements. High school diploma or general education degree (GED); and two to four years related experience and/or training; or equivalent combination of education and experience. Pre-employment testing required: drug screen, background check.

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PRODUCTION



PRODUCTION CHANGEOVER/RUN OPERATOR

				NEW!	SPK	SCORECARD
Posted 04/01/20	(2 positions)	Full-time	1 st shift	6:45 AM – 3:15 PM		(expired on 04/06/20)
Posted 04/01/20; 05/19/20	(4 positions)	Full-time	2 nd shift	2:45 PM – 11:15 PM		(expired on 04/06/20; 05/22/20)
Posted 04/01/20; 04/23/20	(8 positions)	Full-time	3 rd shift	10:45 PM – 7:15 AM		(expired on 04/06/20; 04/29/20)

Coordinates the line activity and movement of resources to ensure safety, quality and performance objectives are met; Operates and performs changeovers of the lines/equipment within required timelines and demonstrates the ability to consistently meet safety, quality and efficiency goals; cleans and assembles equipment according to standard operating procedures; prepares work area at beginning of shift and cleans up work area at end of shift and/or at end of production run to ensure area is ready for next job. Cleans or sanitizes all food contact surfaces between changes of product; ensures availability of all required materials and supplies using the appropriate lift trucks, hand jacks and other equipment once certifications are achieved; performs operator scheduled maintenance checklist; examines product for identity and any impurities. Weighs out ingredients as listed using scales with printers and mixes ingredients, using appropriate mixing method, carefully and thoroughly; follows batch instructions on BPR or deviation to meet desired specification on equipment; notifies supervisor, lead, SME or R&D of any concerns with instructions on BPR or deviation; under the direction of SME operate equipment within the setup parameters given. Adjustments are made by SME only; records all item and lot number information on production ticket. Properly labels bulk containers, mixes etc.; submits daily report of duties performed and production quantities produced; keeps Quality Control and Research & Development departments informed to ensure correct amounts of raw materials are used and to recommend improvements to existing products; conducts quality checks at regular intervals; inspects ingredients and finished product to ensure product is processed according to specifications; diagnoses and performs minor machine maintenance and makes any needed adjustments. Works closely with maintenance when escalation is needed for a mechanical issue; identifies and submits suggestions to improve efficiencies, quality and safety; complies with safety requirements, GMP requirements, and SOPs/WIs for work area; assists coworkers to set up machine and stacks, marks, packs, and transports in process/finished product; reduces downtime by assuring tasks are performed promptly, safely and efficiently; completes required paperwork truthfully, accurately and timely. Must be able to lift 50#. High school diploma or general education degree (GED), and 6 months experience. Pre-employment testing required: drug screen, physical, functional, pulmonary function, background check.

THIS POSITION WILL WORK IN BOTH PACKAGING AND PROCESSING DEPARTMENTS. INTERESTED APPLICANTS MUST BE WILLING TO WORK IN BOTH AREAS, DEPENDING ON BUSINESS NEED.

PACKAGING SUPERVISOR

					SPK	INTERVIEW
Posted 04/16/20; reposted 05/19/20	(1 position)	Full-time	3 rd shift	10:45 PM – 7:15 AM		(expired on 05/22/20)

Working the assigned shift, the Packaging Supervisor supervises and coordinates activities of Packaging employees (Packaging areas include Powder Lines, Bulk pack, Hand pack, Oil lines, Form Fill line, and Vitamin lines). Learns the operation of and is familiar with routine maintenance of all packaging machinery and equipment, including Powder Lines, Bulk pack, Oil lines, Form Fill line and Vitamin lines; maintains all packaging equipment; Interprets company policies, specifications and job orders to employees; Directs setup and adjustments of machines; Measures productivity on a daily basis, with goal of meeting standards; Ensures that proper sanitation and health rules are followed by all department employees; Analyzes and resolves work problems and grievances, or assists employees in solving work problems; Maintains packaging records daily; fills out weekly reports as required; Inspects products to verify conformance to specifications; Monitors quality control as needed to determine that all products and packaging are neat, clean, and correctly packed and labeled; Leads the Safety and Quality improvements for his or her area, ensures the area meets all the Safety and GMP requirements; Complies with safety and GMP requirements. Bachelor's degree and at least five years' related experience. Must have recent supervisory experience in a GMP environment. Must be able to lift 60#. Pre-employment testing required: drug screen, physical, functional, pulmonary function, background check.

PRODUCTION LEAD

					SPK	INTERVIEW
Posted 04/23/20	(1 position)	Full-time	1 st shift	6:45 AM – 3:15 PM		(expired on 04/29/20)

Works in assigned department as trainer for new employees and special project utility employee for assignments, as directed by supervisor or manager. Assists in coordination of activities of Packaging employees; measures productivity on a daily basis, with the goal of meeting set standards; under direction of Packaging Supervisor, assigns jobs and tasks and monitors the production process; seeks out ways to improve production methods, equipment performance, and quality of product. Recommends changes related to equipment use and work crew to increase efficiency. Keeps supervisor informed of problem areas; trains and orients production employees new to the department, acquainting them with details and functions of their new jobs, and how these responsibilities relate to functioning of company as a whole. Responds to and answers any questions new employees may have during their scheduled shift hours; develops and/or assists in writing of Standard Operating Procedures for all tasks within department, based on direction and review of supervisor or manager; maintains ability to operate various packaging machinery in a proficient manner; performs basic supervisory duties as directed by the department supervisor, during periods when supervisor is absent from department. Pre-employment testing required: drug screen, physical, functional, pulmonary function, background check.

PROCESSING OPERATOR I

					SPK	SCORECARD
Posted 03/03/20	(1 position)	Full-time	1 st shift	6:45 AM – 3:15 PM		(expired on 03/06/20)
Posted 04/16/20	(1 position)	Full-time	3 rd shift	10:45 PM – 7:15 AM		(expired on 04/21/20)

Operates processing machines; makes machine adjustments as necessary to ensure optimum speed and quality of tablet press/coating operations. High school diploma or GED, plus minimum of 6 months related experience and/or training required. Machine operation press/coating operations. High school diploma or GED, plus minimum of 6 months related experience and/or training required. Machine operation press/coating operations. High school diploma or GED, plus minimum of 6 months related experience and/or training required. Machine operation press/coating operations. Ability to maintain high quality standards and fast-paced production, and to successfully troubleshoot problems with minimal supervision. Must be able to lift 60#. Pre-employment testing required: drug screen, physical, functional, pulmonary function, background check.

RECYCLER

					SPK	SCORECARD
Posted 04/01/20	(1 position)	Full-time	1 st shift	6:45 AM – 3:15 PM		(expired on 04/06/20)

Assists production and order fulfillment personnel by performing the following duties: cuts down boxes returned from the Order Fulfillment Department. Sorts boxes by size, straps them, and puts them in the appropriate location; bales cardboard and, when full, brings them to the warehouse; performs clean-up and sanitation duties as needed. High school diploma or GED. Lifting to 30# required. Pre-employment testing required: drug screen, physical, functional, pulmonary function, background check.

SANITATION ASSOCIATE (PARTS WASHER)**SPK****SCORECARD**

Posted 04/16/20	(1 position)	Full-time	1 st shift	6:45 AM – 3:15 PM	(expired on 04/21/20)
Posted 05/19/20	(1 position)	Full-time	2 nd shift	2:45 PM – 11:15 PM	(expired on 05/22/20)
Posted 05/05/20	(1 position)	Full-time	3 rd shift	10:45 PM – 7:15 AM	(expired on 05/08/20)

Assists in the sanitation of the plant, including sanitation of rooms, machines, equipment, totes and all other areas within the building. Performs sanitation related tasks including but not limited to scrubbing, mopping of the floors, walls and equipment; removing trash; using the proper chemicals/equipment and all other related duties. Operates electric pallet jack, forklift and man-lift to assist in performing the sanitation duties. High school diploma or general education degree (GED). Must be able to lift 60#. Pre-employment testing required: drug screen, physical, functional, pulmonary function, background check.

PACKAGING OPERATOR I**SPK****SCORECARD**

Posted 05/19/20	(1 position)	Full-time	1 st shift	6:45 AM – 3:15 PM	(expired on 05/22/20)
Posted 04/16/20; 05/19/20	(2 positions)	Full-time	3 rd shift	10:45 PM – 7:15 AM	(expired on 04/21/20; 05/22/20)

High school diploma or GED, plus minimum of 6 months related experience and/or training required. Machine operation experience and basic mechanical aptitude required. Ability to maintain high quality standards and fast-paced production, and to successfully troubleshoot problems with minimal supervision. Must be able to lift 60#. Pre-employment testing required: drug screen, physical, functional, pulmonary function, background check.

WAREHOUSE**O/F UTILITY I****SPK****SCORECARD**

Posted 04/16/20	(2 positions)	Full-time	1 st shift	6:00 AM – 2:30 PM	(expired on 04/21/20)
Posted 03/18/20	(1 position)	Full-time	2 nd shift	2:30 PM – 11:00 PM	(expired on 03/23/20)

Picks customer orders within Pick-to-Lite system. Assembles cardboard containers or selects preassembled containers. Inserts items into containers, using appropriate packing material base for bottle type and order size. Checks orders, processes orders and monitors inventory of finished goods by utilizing host system. High school diploma or general education degree (GED). Must be able to lift 60#. Pre-employment testing: drug screen, physical, functional, background check.

ENGINEERING**MAINTENANCE SUPERVISOR****SPK****INTERVIEW**

Posted 10/11/19	(1 position)	Full-time	1 st shift		(expired on 10/16/19)
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Supervises the maintenance and repair of all operations and production equipment including packaging, capsule manufacturing, processing equipment, warehouse and order fulfillment equipment, HVAC systems and other ancillary systems, and plant janitorial on the shift. Maintain files and records of preventive and routine maintenance schedules, work completed, equipment manuals, warranties, etc. Ensure compliance with all codes and ordinances, OSHA regulations, and safety rules for work performed by maintenance staff or subcontractors. Lifting up to 60# required. BS and 3-5 years related experience and/or training. Pre-employment testing required: drug screen, physical, functional, background check.

QUALITY**QC INSPECTOR I or II****SPK****INTERVIEW**

Posted 03/03/20	(1 position)	Full-time	1 st shift	6:45 AM – 3:15 PM	(expired on 03/06/20)
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Performs raw material evaluation on all incoming shipments and obtains representative lot samples. Completes necessary documentation and Oracle entries. Reviews documentation for completeness and compliance with GMPs and SOPs. Does random in-process testing to verify operator's results. Releases materials for use and reviews documentation for completeness. Communicates problems/out-of-specification issues to supervisor/lead and operations personnel. Assists supervisor/lead in conducting investigations. High school diploma or equivalent and zero to two years related inspection experience. Familiarity with general inspection procedures and basic computer skills are required. Experience in quality department preferred. Must be able to lift 50#. Pre-employment testing required: drug screen, physical, functional, background check.

QC LAB TECHNICIAN II**SPK****INTERVIEW**

Posted 03/18/20	(1 position)	Full-time	1 st shift	6:45 AM – 3:15 PM	(expired on 03/23/20)
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Tests materials as assigned by priority listing provided daily by QC management. Records and compares results to specifications. Notifies supervisor/lead when result is out-of specification. Operates the following types of equipment and essential supplies associated with process - pH meter, BIOSYS, FTIR, NIR, disintegration apparatus, moisture analyzer, automatic hardness tester, density tester, general laboratory glassware, viscometer, refractometer, polarimeter, electronic balance, and particle sifter. Additional equipment and/or processes may be included as necessary. Conducts routine microbiological analyses, reads and does minor interpretation of results. Assists supervisor/lead in conducting investigations. Assists in inspection as needed. Provides guidance and assists in training to other technicians as needed. Complies with safety and GMP requirements. Experience in quality department preferred. Must be able to lift 50#. Pre-employment testing required: drug screen, physical, functional, background check.

PHYSICAL & MICRO LEAD**SPK****INTERVIEW**

Posted 02/04/20	(1 position)	Full-time	1 st shift	6:45 AM – 3:15 PM	(expired on 02/07/20)
Posted 05/07/20	(1 position)	Full-time	2 nd shift	2:45 PM – 11:15 PM	(expired on 05/12/20)

Assists QC Management in performing investigations on customer complaints, deviations, inspection functions, and in the administration of the microbial and physical laboratory for the respective shift(s). Performs inspections for troubleshooting and training purposes. Works within the department and with operations and manufacturing support personnel to solve problems and deal with quality control issues as they occur, making recommendations for immediate corrective action when necessary to ensure optimum product quality. Bachelors of Science from an accredited four-year college with a minimum of three years laboratory experience. Strong computer and communication skills required. Pre-employment testing required: drug screen, background check.

Posted 02/11/20 (1 position) Full-time 2nd shift 2:45 PM – 11:15 PM (expired on 02/14/20)
 Researches and develops working formulations for all forms sold by NOW Health Group including tablets, capsules, liquids, personal care, powders, and foods according to NOW manufacturing capabilities. Supports manufacturing by providing technical troubleshooting in all situations where corrective action is required to increase efficiencies. Evaluates, tests, and approves new and/or alternate vendor packaging components to minimize or eliminate potential problems with manufacturing, distribution, product integrity, product quality, and assigned shelf life. Organizes resources in completing projects based on the priorities of meeting profitability objectives, company deadlines, operating budget responsibilities, and research and development departmental goals. Obtains information related to research and development including raw material characteristics, processing techniques, environmental conditions, packaging requirements and production efficiencies to be used for Bill of Material entries and specifications. Participates in New Product Development and Products Needing Improvement committees as needed to communicate project updates and discuss technical information. Communicates formula requirements and offers assistance to other departments including manufacturing, purchasing, receiving, order fulfillment, quality assurance, quality control, marketing, sales, engineering and accounting. Helps evaluate equipment and processes used in the development, evaluation, and production of products at NOW. Implements changes as needed to maximize efficiency, efficacy and accuracy of new product introductions and existing products. Complies with safety and GMP requirements. Master's of Science degree in Food Science or related field; or Bachelor of Science in Food Science or related field and three to five years related experience and/or training; or equivalent combination of education and experience. Pre-employment testing required: drug screen, physical, functional, background check.



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RETAIL SALES ASSOCIATE

Posted 10/23/19	Schaumburg	(1 position)	Part-time	Hours include some eves. & weekends
Posted 04/08/20	Elmhurst	(2 positions)	Part-time	Hours include some eves. & weekends
Posted 05/19/20	Elmwood Park	(1 position)	Part-time	Hours include some eves. & weekends
Posted 05/19/20	Lombard	(1 position)	Part-time	Hours include some eves. & weekends

Operates cash register, assists customers with purchases of health food products and stocks shelves. Retail experience, basic nutrition knowledge and an interest in holistic health a must. Lifting to 50# required. Pre-employment testing required: drug screen, physical, background check.

TEAM LEAD/JUICE BAR

Posted 05/19/20	Schaumburg	(1 position)	Part-time	Hours include some eves. & weekends
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Greets customers on sales floor; determines brand, type, and quality of merchandise desired; and assists customers to locate merchandise. Completes the audit envelope (including the cash spreadsheet and deposit). Handles all money and bank deposits in a safe and responsible manner. Approves returns and exchanges at the register within their approval level. Performs basic supervisory duties as directed by the Store Manager or Assistant Store Manager, during periods when management is absent from the store. Fosters a positive work environment and adheres to all company policies and procedures. Complies with safety and GMP requirements. High school diploma or GED and one to two years related experience and/or training; or equivalent combination of education and experience. Knowledge of the retail industry – nutritional retail experience preferred. Pre-employment testing required: drug screen, physical, background check.