

## **JOB POSTING**

**Job Title:** **Technical Writer**  
**Department:** R&D  
**Reports to:** Vice President  
**Salary Range:** DOE  
**Date of Posting:** January 29, 2007

**Job Duties:**

- Writes technical information for products
- Monitors scientific information from scientific publications and vendors
- Provides technical content to website regarding products and technical marketing
- Maintains and expands supporting scientific literature for product line
- Creates consumer and investigational product brochures
- Assists in writing product flyers
- Assists in providing documentation for clinical trials
- Assists in preparing documents for foreign registration of products

**Job Requirements:**

- Bachelor's or Master's Degree in Science, Nutrition, Bio-Chemistry or related field
- Two or more years of professional writing experience
- Two or more years experience in the dietary supplement, nutrition, nutraceutical or pharmaceutical industry a must
- Familiar with the regulations on dietary supplements and labeling
- Good analytical, technical and observational skills
- Self starter with the ability to multi-task and prioritize
- Excellent work ethics
- Excellent communication (verbal and written) skills
- Excellent interpersonal and team skills
- Proficient in Microsoft Excel, Word, PowerPoint and Outlook

**How to Apply:** Résumé and technical writing samples required

**Job Status:** Full-Time / Exempt  
Benefits: Full health, dental, 401K, twice a week paid lunch

**Schedule:** Day [M-F with Flexibility]