



Novotech Nutraceuticals, Inc.

2897 Palma Drive, Ventura, CA 93003

Office: (805) 676-1098

www.novotechnutra.com

Order Processing & Documentation Processor

Full-Time. Location: Ventura, CA (on-site).

Key Responsibilities

- Enter, review, and process customer orders accurately and timely.
- Prepare and organize purchase orders, invoices, shipping paperwork, and related records.
- Verify product, quantity, pricing, shipping, and customer information before order release.
- Track order status and coordinate with Sales, Warehouse, Production, and other departments.
- Respond to routine internal inquiries regarding order status and documentation.

Qualifications

- High school diploma or equivalent required; associate or Bachelor's degree in Business or a related field is a plus.
- Strong attention to detail, organization, and accuracy with numbers and documents.
- Good written and verbal communication skills and ability to manage multiple priorities.
- Proficiency with Microsoft Office, email, spreadsheets, and basic accounting software, ex: QuickBooks.

Pay Range: \$19-24/hour, depending on experience and qualifications.

Please contact: HumanResources@novotechnutra.com
