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**JOB TITLE: Logistics Assistant (Full-Time)****Department: Logistics**Reports to: **Logistics Manager**Classification: **Hourly**Location: **Irvine, CA**Schedule: **Monday to Friday – generally 8:00 to 5:00 pm**Posting Date: **04/16/18**Posting Expiration Date: **Until position is filled**

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**JOB SUMMARY:** ChromaDex corporate headquarters in Irvine, CA, has an immediate opening for a full-time Logistics Assistant to support the needs of the logistics department. In this role, the Logistics Assistant is responsible for assisting with fulfillment, inventory, shipping and receiving. This position reports to the Logistics Manager and works with purchasing, customer service and sales departments.

**Main duties include:**

- Weighing of all reference standards and food grade bulk materials for orders.
- Inventory maintenance.
- Sales order picking, preparation, and review.
- Invoicing, packing and shipping customer orders.

**Required Competencies:**

- High attention to detail.
- Solid math skills including basic algebra.
- Solid communication skills both written and verbal in English.
- Experience using Microsoft Office suite, including Word and Excel.
- Experience using laboratory tools.

**Desired Skills/Knowledge:**

- Knowledge of operating analytical balances a plus.
- Lab safety training a plus.
- Familiarity with UPS/ FedEx/ DHL shipping programs.

**Training, Education and Experience:**

- High school diploma.
- Some college education in a science discipline.
- Completed college courses in chemistry and/or biology.

**Job Conditions Required:**

- Must be able to perform routine tasks repeatedly (sitting, standing, walking, grasping, reaching, pushing, pulling, color determination), efficiently, and accurately in a timely manner, occasionally lifting a minimum of 25 lbs. and up to 50 lbs.
- Must be able to function safely and effectively while handling phytochemical raw materials or fine chemicals with minimal hazardous risk.
- Must be capable of understanding, listening and following verbal and written instructions to accomplish desired goals.
- Work is performed in both office and laboratory environments.

**Interested Candidates:** Please email resumes to [hr@chromadex.com](mailto:hr@chromadex.com) with the heading "Logistics Assistant" for review and consideration. Applicants who do not meet the minimum requirements will not be considered. Selected candidates who meet the minimum requirements will be contacted for phone interviews, however, due to the volume of applicants, no confirmation will be provided of application status. All replies are confidential and at the company's discretion.

**Unsolicited services or offers from staffing agencies or recruiters will not be accepted at this time.**

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