



Sample Program Coordinator

iTi Tropicals, the leading supplier of tropical and exotic fruit juice concentrates and purees in North America, seeks an bright, energetic and detail-oriented person with a quality or food science background. This position is well suited for a recent college graduate or an individual looking to rejoin the workforce.

The Sample Program Coordinator is responsible for monitoring and maintaining sample inventory of tropical fruit juices and purees. He/She/They is also responsible for the integrity of all inbound product samples and managing the outbound distribution of samples to U.S. and international customer locations. A strong technical background is necessary to process sample requests, ensure samples meet all necessary food safety requirements/regulations and conform to the appropriate product specifications. Job responsibilities include: technical analysis of inbound samples, repacking and maintaining sample inventory, managing sample requests, and distribution of samples to our customer base in the food and beverage industry. The right candidate will possess strong organizational skills as well as the ability to communicate effectively with customers, suppliers and staff members.

Responsibilities:

- Inspect, test and conduct analytical analyses on incoming fruit juice samples
- Monitor and evaluate incoming samples to ensure conformity to product specifications
- Establish and maintain GMP while repacking inbound sample products
- Maintain sample inventory including sample supplies
- Manage the outbound customer sample process including interacting with members of the sales staff, fulfilling customer sample orders using Microsoft Dynamics GP and tracking samples to customer locations.

Qualifications:

- 1-2 years of food industry experience, including internships and cooperatives, preferably in a lab environment
- Experience with quality systems within the food industry a plus
- BA/BS degree in Biology, Chemistry, Food Science or related discipline
- Advanced proficiency in Microsoft Office products
- Strong organizational and communication skills

iTi Tropicals, located in Lawrenceville NJ, offers a comprehensive benefits package including health, dental, vision and life insurance as well as a 401K with company match. This is a full time position, Monday-Friday 8:30 to 5:30.

Please submit resumes through our Employment Opportunities page on our website: <http://ititropicals.com/employment-opportunities/>