**Remote Nutrition Advisor/Membership Support Team Member**

***NOTE: Please send a COVER LETTER with your application!****We'd like to know about you and why you're interested in this job. Please read to the end of this job post and answer the questions we are asking. Thank you.*

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Do you have experience in nutrition, but are looking for something that’s new and different, and extremely rewarding? Are you interested in working for a company that cares about people’s health and offers an array of alternatives to promote healthy living?

We’re Village Green Apothecary and we think that America’s healthcare system is in bad shape. We want to help fix it with our unique approach to health – the best of traditional pharmaceuticals, alternative remedies, and state-of-the-art knowledge. We actively bring individualized healthcare to our customers, creating healthier lifestyles and promoting preventative options. We have a collaborative team of pharmacists and nutritionists aligned with our passion to personalize healthcare.

We are currently looking for a bright, friendly, energetic individuals with education and/or certification in nutrition to support our customers over the phone as a Nutrition Advisor/Membership Support Team Member. The position includes responding to inbound calls from our customers and VIP members and answering questions about health and nutritional products, assisting with any membership-related questions, taking orders and making sales or recommendations for products or services that may better suit customer needs.

**Here's what you need to have to be a Nutrition Advisor/ Membership Support Team Member**

* + Education and certification in the field of nutrition
  + Passion for nutrition and healthy living
* Familiarity with national vitamin and supplement brands and herbs
* Exceptional customer service, active listening, and verbal and written communication skills
* Great telephone skills, experience communicating with customers on the phone
* Proficiency with computers, and strong typing skills
* Ability to diffuse difficult or tense situations
* Strong time management and decision making skills
* Adaptability and accountability
* Team player experience with a positive attitude

**Work space requirements:**

* A laptop or desktop (less than 10 years old).
* Must maintain your own high-speed internet and a secure work space free from distractions.
* Adherence to HIPAA compliance is required in this role.
* We have a comprehensive training program to ensure your success on the team.

**About us:**Village Green Apothecary has been providing customers with individualized nutrition, pharmacy, and healthy living products and resources for over 50 years. We are committed to providing expert guidance, knowledge, and a custom-tailored mix of nutritional and pharmaceutical products needed to achieve and maintain optimal health - at every stage of life. We carry an extensive selection of over 10,000 nutritional supplements, including practitioner lines and our exclusive Pathway nutritional products. We also have homeopathic remedies, natural beauty care products, and books.

**To apply:**

If you are interested in this opportunity, **SEND A COVER LETTER with your resume,**and in your cover letter, **please answer the following 3 questions,** in order to be considered:

1. Why do you feel you are a good fit for this job?

2. What are one or two examples of excellent client or customer service that you have given in your previous work?

3. How does your passion for healthy living exhibit itself in your daily life?

Please - only qualified applicants need apply. Thank you!

**Schedule:**

* 40 hours week
* Open availability Monday-Sunday.
* Weekend availability (5-6 hour shift on Saturday or Sunday)

**License/Certification:**

* degree or certification in nutrition (Preferred but not required)