

2007 Natural Products Association Supplier Compensation Survey

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2007 Natural Products Association Supplier Compensation Survey Report Job List



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Job Code	Job Title	Job Description
Information Technology		
IT10SJ0002	Chief Technology Officer	Plans and directs all aspects of an organization's MIS and IT, technical affairs and ensures maximum protection of its electronic resources. Plans, budgets and oversees electronic and technology company initiatives in all departments including executive, administration, finance, operations, customer service. Provides technical/technology expertise to other departments where needed. Must be a certified solution provider in relevant areas of technology required for organization. Areas of expertise may include Oracle, SQL or customized third party solutions. Position requires 15 years of related technical and management experience. Experience in electronic technology also required. Demonstrates expertise in a variety of natural products industry concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
IT1000022	Database Administrator	Administers, maintains, develops and implements policies and procedures for ensuring the security and integrity of the company database. Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication, and other distributed data issues. May require a bachelor's degree in a related area and 2-4 years of experience in the field. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

Job Code	Job Title	Job Description
Inside Sales		
SM15000212	Inside Sales Representative	Responsible for initiating calls to potential clients using a prepared selling script. Promotes and sells products and services of company. May require an associate's degree or its equivalent with 2-4 years of sales experience. Familiar with standard concepts, practices, and procedures within natural products industry. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager. Experience with contact management databases or similar. Excellent verbal and written communication skills.

Job Code	Job Title	Job Description
Inventory		
MM18000084	Shipping and Receiving Supervisor	Supervises workers who confirm and record the receipt of shipments, prepare items for shipping, and load and unload trucks. Also responsible for managing the inter-departmental transport of materials. A level II supervisor has authority for personnel actions and oversees most day to day operations of group. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
MM18000035	Shipping and Receiving Clerk	Assembles orders and prepares goods for shipment. Records shipment data, including weight, charges, and space availability. Receives and unpacks materials and supplies. Reports damages and discrepancies for accounting, reimbursement and record-keeping purposes. Completes shipping and receiving reports. Requires a high school diploma or equivalent with 0 - 2 years experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Job Code	Job Title	Job Description
Management/Administration		
EX05000001	Chief Executive Officer	Plans and directs all aspects of an organization's policies, objectives, and initiatives. Responsible for the short- and long-term profitability and growth of the company. May require a bachelor's degree with at least 15 years of combined experience in finance and personnel management. Demonstrates expertise in a variety of natural products industry concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May preside over board of directors.
FA06000031	Chief Financial Officer	Responsible for directing an organization's overall financial policies. Oversees all financial functions including accounting, budget, credit, insurance, tax, and treasury. Designs and coordinates a wide variety of accounting and statistical data and reports. Requires a bachelor's degree and at least 15 years of direct experience in finance and personnel management. Demonstrates expertise in a variety of natural products industry concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Must be comfortable with strict deadlines. Typically reports to CEO or COO.
FA06000023	Controller	Responsible for directing an organization's accounting functions. These functions include establishing and maintaining the organization's accounting principles, practices, procedures, and initiatives. Prepares financial reports and presents findings and recommendations to top management. Requires a bachelor's degree and at least 7 years of direct experience in accounting and finance. Typically requires a CPA. Demonstrates expertise in a variety of natural products industry concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Must be comfortable with strict deadlines. Typically reports to CEO.
EX05000002	Chief Operating Officer	Plans and directs all aspects of an organization's operational policies, objectives, initiatives. Responsible for the attainment of short- and long-term financial and operational goals. Directs the development of the organization to ensure future growth. Requires a bachelor's degree with at least 15 years of experience in the natural products industry. Demonstrates expertise in a variety of natural products industry concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Often oversees Human Resources, Manufacturing/Production/Quality and Communications departments. Typically reports to chief executive officer.

Job Code	Job Title	Job Description
Management/Administration (Continued)		
HR09200142	Human Resources Director	Plans, directs and carries out policies relating to all phases of personnel activity. Recruits, interviews, and selects employees to fill vacant positions. Plans and conducts new employee orientation to foster positive attitude toward company goals. Keeps record of insurance coverage, pension plan, and personnel transactions, such as hires, promotions, transfers, and terminations. Investigates accidents and prepares reports for insurance carrier. Conducts wage survey within labor market to determine competitive wage rate. Prepares budget of personnel operations. May be responsible for evaluating and suggesting new benefit or compensation structures or changes to existing plans. Requires a bachelor's degree with at least 7-10 years experience in Human Resources. Generally manages a group of human resources professionals. Relies on experience and judgment to plan and accomplish goals. Typically reports to a Chief Financial Officer, a Chief Operating Officer, or a Chief Executive Officer.
FA06000028	Payroll Manager	Responsible for all payroll functions. May require accountability to both finance and human resource departments. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Familiar with a variety of the field's concepts, practices, and procedures. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Manages payroll staff and typically reports to the controller or manager of human resources.
HR09200011	Human Resources Generalist	Administers human resources policies and procedures that cover two or more functional areas. Collects and analyzes HR data, and then makes recommendations to management. Processes paperwork for functional area according to established procedures. May prepare internal employee communications regarding compensation, benefits, diversity, or company policies. May require a bachelor's degree in a related area and 2-4 years of experience in the natural products industry. Familiar with standard concepts, practices, and procedures within human resources and target fields. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. May require understanding of ADA, FMLA and Worker's Compensation Regulations. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.
OF13000004	Executive Assistant	Relieves the executive of administrative type functions in order to increase the time an executive has available for executive level responsibilities. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports. Requires an associate's degree or its equivalent with at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May direct and lead the work of others. Typically reports to an executive. A wide degree of creativity and latitude is expected.

Job Code	Job Title	Job Description
Manufacturing/Production		
EN04100206	Manufacturing Manager	Oversees an organization's manufacturing processes. Assists with planning and directing the layout of equipment, workflow, assembly methods, and work force utilization. Requires a bachelor's degree with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a unit/department head.
SC16000087	Machine Operator	Sets-up and operates a production machine in accordance with established procedures and guidelines. Reads and interprets blueprints and diagrams to select, position and secure machinery. Adjusts machine setting to complete tasks according to specification, accurately and in a timely fashion. Requires a high school diploma or its equivalent. May have to complete an apprenticeship and/or formal training in area of specialty totaling 2-5 years of experience. Familiar with standard concepts, practices, and procedures within natural products industry. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor/manager. May require working 2nd or 3rd shift in 24 hour manufacturing operation.
SC16000183	Packaging and Filling Machine Operator	Sets-up and operates a machine that performs a variety of packaging functions. Requires a high school diploma or its equivalent and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor/manager.

Job Code	Job Title	Job Description
Marketing & Advertising		
EX05000006	VP, Marketing	Plans and directs all aspects of an organization's marketing policies and objectives, which include both written and electronic marketing initiatives. Identifies changes in the marketing environment or competitive strategies and evaluates, adjusts, or redrafts the organization's marketing plan and philosophy accordingly. Requires a bachelor's degree in marketing or related field plus 15 years experience in marketing which also includes one or more of the following areas--advertising, graphics, marketing communications or market research. Demonstrates expertise in a variety of natural products or healthy lifestyles industry concepts, practices, and procedures including regulatory parameters and competitive intelligence. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
EX05000076	Marketing Director	Directs and oversees an organization's marketing policies and objectives, which include both written and electronic marketing initiatives. Reviews changes to the marketplace and industry and adjusts marketing plan accordingly. Requires a bachelor's degree with at least 10 years of experience in marketing, which also includes one or more of the following areas--advertising, graphics, marketing communications or market research. Demonstrates expertise in a variety of natural products or healthy lifestyles industry concepts, practices, and procedures including regulatory parameters and competitive intelligence. Familiar with a variety of natural products industry concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
SM15000044	Marketing Manager	Develops and implements strategic marketing plan for an organization. Stays abreast of changes in the marketing and regulatory environment to best serve the objectives of the organization and adjusts plans accordingly. Researches and develops pricing policies and recommends appropriate sales channels. Requires a bachelor's degree with at least 7 years of marketing or advertising experience. Generally manages a group of marketing professionals, both internal and external. Must be comfortable with deadlines, able to liaise with technical, legal and sales departments. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.

Job Code	Job Title	Job Description
Materials Procurement		
MM18000037	Purchasing Clerk	Creates purchase orders for the acquisition of materials. Researches, interviews, and negotiates with suppliers to obtain prices and specifications. Provides routine administrative support. Requires a high school diploma or its equivalent with 0-2 years of experience in the natural products industry or in a related area. Familiar with a variety of natural products industry concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Usually reports to a manager.

Job Code	Job Title	Job Description
Product Support		
SM15000009	Customer Service Product Support Representative	<p>Duties include answering telephone call inquiries and promoting an organization's products and services. May also include handling general correspondence via electronic mail or US mail. Responsible for researching and resolving complaints to ensure customer retention and satisfaction. May require an associate's degree and 2-4 years of experience in the natural products industry or in a related area. Familiar with standard concepts, practices, and procedures within natural products industry. May require knowledge of receiving "adverse event reports", AERs. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude required. Experience with contact management databases or similar. Excellent verbal and written communication skills.</p>

Job Code	Job Title	Job Description
Quality Assurance		
EN04100115	Quality Assurance Manager	<p>Manages inspections of raw materials, materials in process, and finished products. Oversees the development of quality standards and protocols for quality assurance testing models. Assists in the design and implementation of policies and procedures for testing and evaluating the precision and accuracy of products and/or equipment. Ensures projects are completed on time and within budget. Acts as advisor to quality assurance engineering team regarding projects, tasks, and operations. Requires a bachelor's degree and 7-10 years of experience in quality assurance and quality control in a related industry, which could be food, pharmaceutical or biotechnology. Familiar with regulatory and scientific concepts, practices, and procedures within natural products industry. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.</p>

Job Code	Job Title	Job Description
Sales		
EX05000005	VP, Sales	Plans and directs all aspects of an organization's sales policies, objectives, and initiatives. Develops the sales plan to fulfill the growth and revenue goals of the organization. Responsible for ensuring maximum sales volume of an organization's products and/or services. Manages all aspects of the sales function including inside sales and outside sales. removed -- and customer service teams. Requires a bachelor's degree with at least 15 years of experience in sales, sales management and marketing in the natural products industry. Demonstrates expertise in a variety of natural products industry concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. Extensive overnight travel is usually required. A wide degree of creativity and latitude is expected. Typically reports to top management.
SM15SJ0065	National Sales Manager	Manages and directs a sales force to achieve sales and profit goals within the United States. Designs and recommends sales and marketing programs and sets short and long-term sales strategies. Requires a bachelor's degree in business, marketing, or related area, and at least 7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Typically reports to top management.
SM15000015	Regional Sales Manager	Manages and directs a sales force to achieve sales and profit goals within a region. Manages multiple districts within a region and adjusts sales goals and procedures as appropriate for each district. Designs and recommends sales programs and sets short and long-term sales strategies. Evaluates and implements appropriate new sales techniques to increase the region's sales volume. May recommend product or service enhancements to improve customer satisfaction and sales potential. Requires a bachelor's degree in business, marketing, or related area, and at least 5 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
SM15000224	Sales Representative	Develops new prospects and interacts with existing customers to increase sales of an organization's products. Requires a minimum of an associate's degree or its equivalent with at least 2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Job Code	Job Title	Job Description
Warehouse		
MM18000044	Warehouse Manager	Manages all warehouse activities. Manages the warehouse ensuring the receipt, co-ordination and safety of goods coming through a warehouse. Also ensures that orders arrive and are dispatched on time to the appropriate destinations and in the expected quantities. Requires a high school diploma or its equivalent with 5-7 years of experience in warehouse operations and management. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A degree of creativity and latitude is required. Leads and directs the work of others. Typically reports to a senior manager.
MM18000046	Warehouse Worker	Receives, unpacks, checks, and stores merchandise or materials. Fills requisitions and orders. Packs, crates, and ships products and materials to distribution center, departments, or assembly line. May operate fork lift. Requires a high school diploma or its equivalent with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager.