



## **Associate Project Manager**

Dow Development Laboratories is a contract topical drug product development service provider, with facilities located in Petaluma, CA. We are currently seeking qualified individuals for an Associate Project Management role.

### Summary of the Position

- The Associate Project Manager will support the overall coordination and management of drug product development projects for clients.
- Qualified applicants will be able to efficiently and effectively assist with the drafting of agendas, meeting minutes, and proposals.
- Individuals will possess the verbal and written communication skills needed to work directly with both internal and external (client) project team members.
- The Associate Project Manager will assist the Project Manager(s) with many aspects of specific client projects, including management of the team, budget, tasks, outside vendors and timeline.
- This position offers an excellent opportunity to learn about topical drug product development, GMP and ICH regulations and terms pertaining to pharmaceutical drug development and medical/scientific terminology, and project management.

### Candidate Qualifications

- A Bachelor's Degree is required, preferably in Science or a related field.
- Project Management experience is preferred, but may not be required if the candidate has previous experience with drug product development or scientific research.
- Excellent organizational, interpersonal, verbal and written communication skills are required.
- This position requires a detail-oriented person who is eager to learn, possesses a team-oriented flexible attitude, and will be willing to assist as needed with all projects, including non-primary assignments.
- Proficiency in Microsoft Word and Excel is required.

This is a full-time regular position offering a competitive salary and benefits package in a friendly work environment. Salary and grade level will be commensurate with experience and education level.

To apply, please submit your cover letter and resume via email to [mmorelli@symbioresearch.com](mailto:mmorelli@symbioresearch.com).

Dow Development Laboratories is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.