



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 a Project Management role.

Role Summary

- Individuals will be responsible for the overall coordination and management of assigned drug product development projects.
- Qualified applicants will be able to efficiently and effectively manage project timelines, budgets, teams and tasks.
- The project manager drafts accurate and timely meeting minutes, meeting agendas, Change Orders and proposals.
- Individuals will possess the verbal and written communication skills needed to work directly with both the internal and external (client) project team members.
- The project manager ensures that the overall project is within scope of the approved proposal.

Candidate Qualifications

- A Bachelor's Degree is required, preferably in Science or a related field.
- At least 2 years in the pharmaceutical industry and/or CRO/CMO/CDMO industry is required.
- Project Management experience is preferred, but may not be required if the candidate has previous experience with topical drug product development.
- The individual must be versed in GMP and ICH regulations and terms pertaining to pharmaceutical drug development and in medical/scientific terminology.
- Excellent organizational, interpersonal, verbal and written communication skills are a must.
- This position requires a detail-oriented problem-solver who 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. Microsoft Project experience is a plus.

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.

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.