



Materials and Facilities Specialist

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 full-time Materials and Facilities Specialist.

Role Summary:

- Responsible for shipping, receiving, and miscellaneous warehouse tasks as assigned.
- Assists in coordinating facilities service contractors and/or service providers to ensure that facilities are in good condition, designated areas are maintained per facilities procedures and all regulatory requirements are met, as applicable.
- Provides general support for clinical materials operations, as needed.
- Assists with company purchasing under the direction of the Accounting Manager.

Job Functions:

- Processes received goods including GMP receiving procedures and R&D receiving procedures.
- Processes shipments, including clinical distribution shipments, and dangerous goods shipments.
- Packages samples and documentation for shipment to contractors.
- Maintains warehouse and organizes shipping supplies.
- Maintains and orders warehouse, kitchen, restroom, office and janitorial supplies.
- Completes company purchasing duties, including issuing Purchase Orders, as assigned.
- Coordinates/maintains ELCR temperature chart records or other monitoring equipment.
- Assists in disposal of waste in accordance with regulations and safety procedures.
- Kitchen maintenance which includes food cleanup, recycling program, and organizing the storage areas of the kitchens/break rooms and maintenance closets.
- General facility housekeeping tasks such as monthly cleaning of the Warehouse and Document Control room floor, replacing lights/bulbs, restocking items, etc.
- Assists in coordination of facilities vendors and all applicable GMP SOPs. Duties may include contract review, issuing Purchase Orders, escorting vendors in the building and following up on tasks as necessary.
- Assists Clinical Labeling in the conduct of cGMP production work.

Knowledge/Education:

- High School Diploma.
- 2 - 3 years of Warehouse experience.
- 2 - 3 years of Shipping/Receiving experience (dangerous good shipping certification a plus.)
- 1 - 2 years of Purchasing experience, preferred.
- Knowledge of Microsoft Word and Microsoft Excel and Email.
- Ability to perform work with accuracy and in accordance with established procedures.
- Ability and willingness to learn, follow directions and take on challenging tasks.



- Ability to document work in compliance with appropriate procedures.
- Ability to use forklift, pallet jack and/or other warehouse equipment as required.
- Attention to safety requirements in performance of duties.
- Effectively communicate with supervisors on work status and problems encountered.

Physical Requirements:

- Must have sufficient manual dexterity to perform shipping, receiving and packaging tasks.
- Vision must be suitable for performing detailed inspection.
- May be required to move items weighing up to 50 lbs.
- May require use of ladder.
- May be required to stand for long periods of time.

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 Melissa Morelli, Human Resources Manager, at 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.