



Pharmaceutical Development Project Coordinator

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 Pharmaceutical Development Project Coordinator.

Role Summary

- Assist with development of project plans that define objectives
- Help to coordinate and facilitate program activities to achieve objectives
- Maintain liaison with other department contacts, clients, and subcontractors, as needed
- Assist with project budget tracking and monthly invoice review
- Support with preparation of project proposals and change orders to meet client needs
- Assist with coordination of development activities and project timeline maintenance
- Organize data and documents in client files
- Remain up to date with all relevant SOPs
- Assist with development of agendas and meeting minutes
- May manage small-scale projects

Candidate Qualifications

- Bachelor's Degree, preferably in Science or related field
- Excellent organizational skills
- Excellent written and verbal communication skills
- At least one year in pharmaceutical industry and/or CRO industry preferred
- Client services or customer support experience preferred
- Must have team-oriented attitude and be willing to assist as needed with all projects
- Be a detail-oriented problem solver
- Have excellent attention to detail
- Have a positive attitude and enjoy working with people
- Microsoft Word and Excel proficient

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.