



Project Coordinator

Dow Development Laboratories (DDL) is a contract topical drug product development service provider located in Petaluma, CA. We are currently seeking qualified individuals for a Project Coordinator role.

The Project Coordinator will help with the facilitation of project management under the direction provided by his/her supervisor, and work directly with the Project Managers, project team members, vendors/contractors and client representatives, as needed.

Role Summary

- Support budget planning and assist project managers in controlling project costs
- Prepare summaries of budget performance metrics
- Act as a liaison between project management and accounting for the monitoring, and closing of project work
- Support the planning, estimating, and writing of new proposals and change orders
- Provide oversight of clinical labeling projects
- Support the tracking of incoming/outgoing shipments and shipping documentation
- Support the monitoring of material inventories for project execution
- Assist project managers in monitoring weekly project deliverables
- Organize data and documents in client files
- Assist project managers with the development of agendas and meeting minutes

Candidate Qualifications

- A Bachelor's Degree is required
- Excellent organizational skills
- Excellent written and verbal communication skills
- Microsoft Word and Excel proficient
- Use of excel spreadsheets and accounting methods used for budget tracking
- At least one year in pharmaceutical industry and/or CRO industry is preferred
- Client services or customer support experience preferred

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.