



Technical Administrative Support

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 Technical Administrative Support role.

This position provides administrative, clerical and technical documentation support to departments in the form of document updating, preparation and processing, scheduling, scanning, filing, and archiving. They assist in the maintenance of the GMP filing and documentation system in a state of compliance and control. The position supports the Accounting and Project Management departments on assigned interface activities.

Summary of Essential Duties and Responsibilities:

- Provides administrative support to Accounting and Document Control departments
- Completes Excel spreadsheet maintenance including tracking budgets, schedules, and other aspects of Project Management for Accounting needs
- Coordinates tracking and completion of reviews and reports for weekly and monthly Accounting tasks
- Manages jobs master data in time tracking software
- Develops and implements standard documentation practices and/or administrative procedures
- Develops and maintains department documentation systems
- Prepares proposal packets
- Updates master tables with pertinent information from proposal details
- Prepares and formats various technical documents
- Processes completed technical work orders
- Assists with GMP filing and documentation system to ensure complete and accurate
- Maintains tracking system for documents under review/in-process
- Distributes documents for signature and final processing/distribution/filing
- Assists with maintaining training documentation is current and accurate
- Assist with archive maintenance in compliance with SOPs
- Assists with Project Management document maintenance such as CDAs and MSAs

Knowledge/Education:

- At a minimum: High School Degree or equivalent plus at least two years of general documentation experience in a quality, administration or production department with excellent Word and Excel skills
- Experience with creating, setting up and maintaining complex documentation filing systems

Skills/Competencies:

- Intermediate to advanced skills in Microsoft Word and Adobe Acrobat
- Proficient in Microsoft Excel



- Intermediate skills in database entry
- Excellent organizational, communication and customer service skills
- Ability to perform duties in a timely manner
- Strong attention to detail, strong planning skills
- Ability to adhere to procedures and direction
- Pharmaceutical or medical background, with relevant experience in a GMP environment (preferred)

Physical Requirements:

- Position may require sitting for prolonged periods of time
- Position requires ability to bend, lift and twist

This is a full-time (30+ hours per week), 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 to Human Resources.

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.