



Co-ordinator/Associate Project Manager

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 Co-ordinator/Associate Project Manager role.

The Co-ordinator/Associate Project Manager will help with coordination and facilitation of project tasks 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

- Organize data and documents in client files; keep files current
- Assist with project budget tracking
- Support with preparation of project proposals and change orders to meet client needs
- Assist with coordination of activities and project timeline maintenance
- Track internal documents and forms
- Assist with development of agendas and meeting minutes
- Work with project team members, accounting, shipping/receiving as needed to support client needs

Candidate Qualifications

- A Bachelor's Degree is required
- Inquisitive, willing to learn
- Interest in the medical/scientific industry and in drug product development is a plus
- Excellent organizational and communication skills
- Have some experience with Microsoft Word and Excel
- Enjoy working with people; client services or customer support 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.