Research and Development Project Manager

Title: R&D Project Manager
Reports To: R&D Manager
Location: Sebastopol, California

Company Background
Traditional Medicinals® is a growing, financially sound 39 year old herbal medicinal tea company based in Sonoma County, California. The Company manufactures over 50 varieties of tea in its solar powered Sebastopol facility. TM is proud to be the number one medicinal, organic, and fair trade herbal tea company in the US. In 1974, TM pioneered the herbal medicinal tea category and over the years has grown to become the sixth largest bagged tea company in the US.

TM is an independent, employee owned (ESOP), mission driven company. The concept of a triple bottom line, focusing on people, planet and profits, is part of the Company’s mission and the basis for its success over the past 39 years.

Description
We are looking for a R&D Project Manager to join our company. Under the direction of the R&D Manager, the Project Manager will plan and implement specified projects, particularly new product development projects, and keep them on schedule from start to completion date. This includes managing the activities listed in the project timelines and monitoring the output of all project participants (including co-workers, contract manufacturers and consultants). Types of collaborative projects include:

- Technical development of new products (on site and contracted manufacturing);
- Resolution of technical issues in existing products;
- Contracted research.

Responsibilities
- Research and Development project management. Develop project scope, budgets, and timelines, and project status reports. Manage projects to strategies, budgets and timelines.
- Maintain accurate project information, formulations, and specifications. Collaborate with the Quality and Operations departments to create and review specifications for
raw materials, blends, and finished products as needed. Develop documentation for new product development projects.

- Work collaboratively with cross functional teams including personnel in Quality Control, Marketing, Purchasing, Operations, and Finance on new product development and to resolve ingredient and product technical issues.
- Prioritize and manage multiple projects with overlapping deadlines.
- Participate in the identification of contract manufacturers for specific project needs. Lead collaboration on technical projects and technical product development.
- Develop policies and procedures as needed within area of responsibility.
- Coordinate plant trials and new product start-ups.
- Work with Operations to troubleshoot technical, formulation and processing issues during pilot plant runs
- Arrange in-house sensory evaluations.
- Work with Procurement to facilitate solicitation and review of new ingredient samples.

**Position Qualifications**

- BS in Food Science, Chemistry, or related field required. MS preferred.
- Minimum of 5 years R&D related experience in the dietary supplement, food, pharmaceutical, or personal care product industry.
- Familiarity with natural product chemistry and chromatography methods.
- Experience in product development and project management.
- Experience with extraction, concentration and / or varied food or pharmaceutical formats such as liquids, powders, tablets, soft gels and capsules.
- Experience with clinical research a plus.
- Excellent interpersonal, verbal, and written communication skills. Documented ability to work collaboratively with cross functional teams.
- Proficient in Microsoft Office products.
- Strong documentation, organization and time management skills.
- Familiarity with good manufacturing practices (GMPs) and regulations for dietary supplements (DSHEA) preferred.
- Familiarity with sensory evaluation of food or beverage products preferred.
- Knowledge of or personal interest in herbal medicinal products preferred.

Occasional travel is required.

Submit applications to: Recruiting@tradmed.com