



## **R&D Administrative Coordinator**

Works collaboratively with the R&D and Operations teams to provide administrative organization and management of projects related to the development and maintenance of new and existing products. This position will provide support in the following areas:

### **Primary Responsibilities**

#### Discovery & Implementation

- Participate in R&D discovery to assist with development of nutritional objectives and any external requirements regarding intended (or possible) nutritional claims
- Assist purchasing to initiate sourcing any new ingredients options and costing
- With direction from Purchasing, work to procure samples for R&D testing
- Create and maintain documentation through discovery including nutritional and cost reports
- Initiate and administrate New Product Development Timelines
- Collaborate Purchasing, Production and QA regarding final sourcing new ingredients, development and printing of new packaging and processing requirements (and related timing)
- Work with Marketing, QA and Purchasing regarding packaging development and approval
- Create and maintain documentation through implementation (including product specifications, costing, scaling recipes to production levels, etc)
- Complete any external certification requirements

#### Product Management

- Maintain external 3rd party certification requirements, including Non-GMO Project Verified and any other current certifications
- Manage and maintain internal documents and databases with current ingredient specifications, recipes, costs, etc
- Assist with Purchasing and QA with Supplier Approval and Renewal document requests and organization

### **Other Responsibilities**

- Provide technical expertise and insight for new product development & product re-formulation
- Maintain current knowledge of all applicable food regulations, including nutrition labeling guidelines, as related to the company's core products

### **Qualifications**

- 2-5 years' experience in a food manufacturing setting, including management of documentation required. Bachelor's Degree in Food Science or Administration preferred
- Strong working knowledge of FSMA and FDA Nutritional Labeling guidelines
- Previous experience with Genesis R&D (or other nutritional software) and 3rd party certifications including Non-GMO Project Verified required
- Previous experience in a GFSI certified environment (BRC, SQF, etc) preferred
- Organization & Detail – ability to organize large amounts of documents and accurately record in multiple databases, spreadsheets and programs. Ability to understand how each are related to the others, and how changes in one affect potential changes in another.
- Communication – a high level of professionalism and ability to clearly communicate; externally with Suppliers, Customers and internally with management and interdepartmentally
- Proficient in Microsoft Word, Excel & Outlook

**Reports to:** VP of Operations

**Schedule:** Part Time / TBD

**Starting Wage:** \$17-20 Hour / DOE

**Benefits:** Medical, Dental, Vacation, Sick, Holiday and retirement per current company guidelines

**If interested please submit cover letter, resume and references to;**

Erin Baker's Wholesome Baked Goods, 427 Ohio St, Bellingham, WA 98225