

# Product Development Specialist for Dietary Supplement

## SUMMARY

The Product Development Specialist will be responsible for Research and Development of our Dietary Supplement, Functional Foods and Pet product lines. This position will be coordinating the product development process for existing product reformulations from initiation to launch, both internally with other departments and externally with manufacturers and suppliers. This position is a great opportunity for a person looking to kick start or advance their career in Product Development/R&D in the Natural Products Industry, or a recent graduate in Nutritional Science, Food Science or other relevant field.

## RESPONSIBILITIES:

- Review existing products for potential improvements and initiate improvements as needed.
- Oversee product updates through the product lifecycle, including ideation, research, ingredient sourcing, formulation, labeling and product education.
- Collaborate with Contract Manufacturers on development of product formulation updates.
- Source new and innovative ingredients; review ingredients to ensure they meet specifications.
- Maintain professional and positive vendor relationships.
- Coordinate with other departments to prioritize product improvement projects appropriately, ensure deadlines are adhered to.
- Coordinate cross department on product updates through compliance, label, marketing material etc.
- Oversee multiple projects simultaneously and manage them through their life cycle from initiation to launch.
- Review marketing materials for accuracy and proper emphasis.
- Analyze current product pricing against the changing market, suggesting updates where appropriate.
- Maintain electronic record with status of all concepts and development projects.

## REQUIREMENTS:

- Minimum 3 years' experience in any of the following industries with emphasis on the food sector; natural products, food ingredients or personal care industries in product research and development, merchandising and brand marketing fields or relevant Associate or Bachelors of Science Degree such as a Bachelors of Food Science.
- Strong experience developing and maintaining professional business relationships.
- Strong math skills.
- Strong computer skills, experience with Excel and other Microsoft Office programs.
- Ability to work in a team environment – open to collaboration, adaptable to changes.
- Solid organizational and multi-tasking skills. Attention to detail and follow-up.
- Self-motivated, determined, and open to continuing their professional development.
- Excellent written and verbal communication skills.

## LANGUAGE SKILLS:

Ability to read and comprehend instructions, correspondence, memos and write clearly. Ability to present one-on-one and group situations. Excellent verbal communication skills with the phone in a clear, concise professional manner.

## COMPUTER SKILLS:

To perform this job successfully, an individual should have:

- Knowledge of Microsoft Office
- Experience with Excel
- Strong computer skills