

Product Development Specialist

SUMMARY:

We are seeking a highly driven and motivated individual who is interested in Project Management within the Research and Development Department. Candidate brings experience within the Food and/or Personal Care industries. The main function of this job consists of communicating and coordinating projects in the product development process from ideation to the launching of finished product in the market, both internally, inter-departments and externally with manufacturers and suppliers. This position is a great opportunity for an individual to advance their career in the Natural Products Industry as well as becoming a team member developing new products for first to US market in the Biodynamic arena. Demeter Certified Biodynamic® is the world's oldest ecological certification encompassing the conscious, creative, holistic way of farming that elevates the organic standards on regenerative agriculture by using a soil-first approach.

RESPONSIBILITIES:

- Assist in the research and development of new and existing product concepts.
- Actively source new and innovative ingredients within International and US markets. Reviewing ingredients to ensure they meet specifications.
- Create competitive market analysis for new products in order to advise on appropriate pricing.
- Develop and maintain professional and positive vendor and supplier relationships.
- Oversee product development activities with vendors during formulation, quoting, and trial stages while maintaining project timelines.
- Collaborate with team members during internal development processes during compliance documentation, label review and design.
- Coordinate and organize multiple projects simultaneously, prioritizing projects through their ideation to launch.
- Present and lead new product innovation sessions to internal groups.
- Review samples and prototypes for designated attributes as well as assessing potential failures and implement improvements.
- Review existing products for potential improvements and initiate improvement steps as needed.
- Review long and short copy descriptive materials for accuracy and proper emphasis.
- Review scientific research on new and existing products. Keeping abreast of industry trends.
- Travel may be required occasionally.

Performs other duties as assigned by Manager.

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.