



## **Product Development Coordinator**

Nutri-Nation is a custom manufacturer of nutritional food bars for leading brand marketers and retailers throughout North America. We are looking to make a strong addition to our growing team in the area of Product Development and project coordination. The Product Development Coordinator will coordinate the flow of new product development as well as various customer and internal projects. The role will involve working in conjunction with, and providing support to Product Development, Business Development, Production Planning and Senior Management teams. The candidate for this position must be very organized, excellent at handling multiple deadlines and dealing with people and paperwork. An interest in the natural foods and supplements industry would definitely be an asset, as we do work with exciting variety of ingredients, formulations and customers in this category.

### **Responsibilities**

- Coordinate timelines and day to day communication with internal and external partners to ensure the timely completion of new product and project initiatives
- Liaise with hands-on Product Development team to discuss projects, taste test bars & ingredients
- Maintain clear, organized records and files of each project or account's progress, making it easy for all team members to check on status and access relevant materials
- Maintain professional verbal and written communication with prospects, customers and vendors
- Conduct meetings and facility tours with high profile customers and prospective customers
- Attend occasional out of town trade shows and potentially attend occasional out of town customer meetings
- Research trends and acquire/maintain understanding CFIA, FDA and other regulatory issues within the industry
- Proofread documents and consumer packaging for accuracy
- Perform general administrative duties as needed

### **Experience and Qualifications**

- Related Technical Diploma, University Degree or equivalent combination of education and experience
- Minimum 2 years of relevant work experience
- Exceptional organizational skills, research and analytical skills, written and oral communication skills
- Excellent computer skills and proficiency with Excel spreadsheets. Experience with ESHA Genesis software is an asset.
- Strong work ethic and positive team attitude
- Commitment to accuracy and detail oriented
- Ability to multi-task, perform under pressure and work in an at-times fast-paced environment
- Experience in food, supplement and/or packaging industries are considered assets

Location: Port Coquitlam, BC

Full Time Position, Mon-Fri, Day shift only

Extended Medical Plan and Profit Sharing Plan

Room for advancement

Interested applicants are invited to submit resume and cover letter to [allison@nutri-nation.com](mailto:allison@nutri-nation.com) or by fax to 604-941-0135. No phone calls or drop ins please. We thank all interested applicants. However, only those selected for an interview will be contacted.