



Job Posting

R&D Systems Coordinator

Reporting to the Director of R&D, the R&D Systems Coordinator is responsible for working with the R&D team to manage and maintain all document systems related to R&D.

KEY RESPONSIBILITIES

- Manage Gluten Free and Sprouted formulations in SG Systems
- Manage and maintain Genesis nutrition database, generate new and revised nutrition facts panels as required
- Generate, manage and distribute technical data for finished products (ingredient declarations, nutritional information, etc.)
- Register and maintain products with the Whole Grains Council database
- Maintain R&D SpecMaster database
- Coordinate new product launches in Wrike
- Measure finished product to establish and confirm product specifications (weights, dimensions, volume, etc)
- Other duties as assigned

EXPERIENCE, SKILLS, KNOWLEDGE AND ABILITIES

- Degree or Diploma in Food Science or Technology
- Knowledge of food ingredients
- Knowledge of Canadian and US food regulations
- Comfortable with MS Office, particularly Excel
- Experience with Genesis or similar food analysis database
- Experience with food documentation and labelling
- Experience with project management process
- Aptitude and interest in organizational systems

This position will appeal to somebody who wants to be a contributing part of something very new and exciting in the natural foods category.

If you are looking to work and learn in an environment that fosters personal involvement and development, while keeping you challenged and at the leading edge, then this may be the place for you.

Please email your resume and cover letter to careers@silverhillsbakery.com stating **R&D Systems Coordinator** in the subject line. No phone calls please.

We thank all applicants for their interest, but we're so busy growing that we'll only be able to get back to those who are shortlisted for interview.