



Job Posting

R&D Systems Coordinator

Are you excited by the idea of sharing your passion for healthy and delicious food with like-minded individuals? Do you thrive by working in a high performing and values driven environment? If you want to join a growing team committed to bringing great tasting products to consumers across North America, then you may be the person we are looking for!

Located in beautiful Abbotsford, BC, we offer competitive wages and benefits, a modern and secure work environment and the opportunity for personal growth and success based on individual and collaborative performance.

Silver Hills, manufacturer and marketer of Silver Hills Sprouted Bakery, Little Northern Bakehouse, and One Degree Organic Foods is looking for an enthusiastic Invoicing Coordinator to join our growing team.

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
- Minimum 2 years of FMCG experience
- Structure of food formulations & food ingredients and the ability to manipulate formulas to derive data
- Minimum 2 years of documentation control of formulas and regulations
- Strong organizational skills; attention to detail
- Knowledge of Canadian and US food regulations
- Comfortable with MS Office, particularly Excel (Intermediate to Advanced)
- Experience with Genesis or similar food analysis database
- Experience with food documentation and labelling
- Experience with project management process
- Knowledge of 3rd party systems

Silver Hills Bakery and Little Northern Bakehouse are brands of Silver Hills, a family-owned company founded in 1989.

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- 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. Or, speak with your People & Culture representative, before the closing date of September 14th, 2018

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.