

R&D Project Leader Job Description

The functions performed by this position are the leadership and execution of projects by designing & conducting experiments, recording of experimental data and communicating of results to his/her supervisor by means of project update, product cuttings and laboratory reports. This includes calculating formulas, producing sample batches in the lab/pilot plant, conducting plant trials, leading cuttings with requisite technical information on hand and communicating with sales, marketing, operations and quality assurance.

REPORTS TO:

Vice President R&D

SUPERVISORY RESPONSIBILITIES:

Shared responsibility - Lab Technicians, Interns

TRAVEL:

0-40%

May at times be required to travel to various training programs, test runs, co-packers or suppliers at odd hours.

QUALIFICATIONS:

- Min 5 years of experience in pet food industry is required
- Strong technical knowledge in meat and poultry science, meat microbiology, cereal chemistry, and pet food product development are required
- General laboratory experience is required
- Prior R&D project management experience is required
- Strong problem solving skills

EDUCATION:

- BS/MS Food Science, Animal Science or equivalent technical qualifications required

SKILLS AND PROFICIENCIES:

- Ability to formulate, use standard lab equipment and conduct experimental procedures.
- Ability to perform standardized and routine assignments involving a sequence of related operations with no supervision.
- Computer skills with proficiency to construct moderately complex graphs and charts, record formulas, design presentations and evaluate statistical analysis modules.
- Excellent project management and organizational skills, attention to detail, and capacity to multitask efficiently
- Excellent verbal and written communication skills
- Ability to work in a team and adapt to dynamic work environment
- Ability to interact effectively with individuals at all levels of the organization
- Responds well to changing priorities and quick turnaround projects

ESSENTIAL DUTIES AND RESPONSIBILITIES/KEY DELIVERABLES:

Business

- Manage multiple projects and show technical competence in the planning and completion of assigned projects leading to the development and implementation into production of new or revised products without supervision
- Records, collates, evaluates, and interprets experimental data and makes appropriate

recommendations to all levels in the organization through written or oral reports. Maintains an accurate laboratory notebook of all intellectual property.

- Prepare and conduct meeting updates, product cuttings, presentations, shelf life testing and cost analysis to project team members.
- Effectively organize R&D lab and R&D plant areas including cleaning equipment, inventory and stocking of supplies, ingredients and finished products
- Participate and support QA team in yearly SQF certification including internal audits and paperwork compliance
- Provide necessary technical support to vendors, customers and operations when problems occur with products.

Agility and Innovation

- Set up and operate standard lab equipment / techniques of moderate complexity
- Conduct innovation work sessions and develop new products in lab
- Facilitate lab, pilot plant or plant test runs
- When appropriate, supervises technicians, plant personnel and/o interns in the execution of experiments, plant test runs and product commissioning

Relationships and People

- Independently carry out assignments and review data for accuracy and trends and communicate any concerns
- Effectively interact with cross-function project teams internal and external through written and oral communications and maintain current understanding of overall project status
- Collaborate with colleagues to make significant individual contribution to deliver goals and execute project plans

Please submit resume to Don Heisey, VP Human Resources @ dheisey@freshpet.com