



VACANCY – NPD AND PROJECT COORDINATOR

We have an amazing opportunity for an NPD and Project Coordinator join our team! We pride ourselves on high standards of manufacturing and these standards continue through the organisation, so we are looking to attract candidates who possess high standards of themselves and which will be vital in the remit of this role.

The NPD and Project Coordinator is responsible for maximising business benefits for CDL internal and customer projects within packaging & liquid development across site. The role holder will execute flawless delivery of the Quality Compliance and trial processes. This role is a “hands-on” position that has “direct involvement” in line trials and validations which will require flexibility across the shift pattern for out of office hours support when required.

Key Responsibilities:

- Create effective partnerships with Marketing, Supply Chain and Suppliers to enable flawless project delivery of key business objectives.
- Supporting technical input on packaging & liquid development projects from concept.
- Ensure all project work is compliant with the CDL technical processes and legal requirements related to packaging & liquid development.
- Provide technical packaging & liquid expertise to support the factory and key supply chain objectives.
- Plan, execute and report on trials to support the overall business.
- Create testing plans and reports.
- Implement and contribute to the packaging & liquid development activity on site including validation & verification for all new products on site.
- Implement and maintain change control and FMEA processes (NPD Process)
- Assure quality compliance through adherence to the quality management system, auditing, change control and site systems
- Co-ordinate the verification, calibration and maintenance of process and quality control equipment.
- Represent the business in customer concept meetings
- Coordinate activity to ensure QSE management systems are updated, robust and functional during trials, commissioning, through to standard production.
- Lead the ongoing shelf-life stability testing.
- Participate in the site audit program.
- Contribute to the development of the quality plans.
- Support the Operational and Commercial agenda whilst upholding safety and quality standards.

Knowledge, Skills & Experience Required:

- Proven communication skills with ability to flex styles to differing individual needs
- Ability to work out of hours with a flexible approach to implementation of trials and production
- Sound knowledge of food production process and legislation is essential
- Robust computer skills required, Sage an advantage

- Specific product, ingredient and packaging knowledge to the soft drinks industry is essential.
- Well-developed interpersonal skills, specifically relationship building, facilitation, written/verbal communication are essential
- Strong Influencing and leadership skills
- Experience of working with manufacturing departments driving cross functional project teams is essential
- Experience in developing, implementation and maintenance of quality management

Key Values:

- Open and authentic in their interactions ensuring they match actions and words, building trust and support with others (Making it Happen)
- Works collaboratively with immediate and extended teams, building common agendas, aligned objectives and delivery plans (Stronger Together)
- Demonstrates clear ownership, ambition and pride in the business and the local team's performance (Be the Best)
- Creates a clear, stretching future vision for the site and motivates employees to contribute their best to its achievement (Customer First)

Qualifications:

- Relevant Degree or equivalent, or quantifiable relevant industry experience.
- HACCP intermediate level
- Intermediate Food Hygiene
- Auditor trained
- Member of a relevant professional institution.
- Food Science Degree or equivalent level of experience
- Postgraduate experience in relevant industry including working with suppliers

The role is full time and permanent, but the nature of the role will require flexibility from the candidate around working hours in order to support line trials.

We are aiming to review all candidates by 18 March 2022. Interested applicants must provide an up-to-date CV by clicking [here](#). Right to Work checks will be carried out on applicants before any offers are made. Clearly Drinks processes your personal data for the purposes of employment in accordance with our Internal Privacy policy.