



## **PROJECT MANAGER**

**Centerbrook, CT**

2/8/18

Tower Laboratories is a leading effervescent product manufacturer in the U.S. We develop and manufacture over-the-counter medications, nutritional supplements, prescriptions, beverages and other consumer products on a contract basis. We are continually expanding our effervescent product base and currently have several new and interesting products in the research and development phase right now. Learn more about us at: [www.towerlabs.com](http://www.towerlabs.com).

### **POSITION SUMMARY & RESPONSIBILITIES:**

Under the direction of the General Manager, oversee various interdisciplinary projects related to the continuous improvement of Tower Labs' manufacturing operation.

Generate and maintain project timelines outlining project milestones, key dates, budgets (if applicable), and deliverables for all parties.

Complete appropriate GMP paperwork when necessary to initiate a project.

Interface with key members from manufacturing, quality, engineering, customer service, etc. to set project goals and ensure timely progress and completion of project goals within budget and results to everyone's satisfaction.

Identify roadblocks/obstacles and make recommendations to overcome.

Foster collaborative participation among project team members, maximizing strengths and ensure all are working toward common goal.

Projects may range from new business ventures, new product launches, new equipment installations, and changes to existing products and systems.

### **POSITION QUALIFICATIONS:**

- Experience working cross functionally. Experience in the manufacturing industry and in a cGMP (drug / medical device) environment is preferred but not required.
- Strong leadership & communication skills; motivator and team builder. Ability to hold group accountable for achievement of results while creating an environment where people are valued and respected.
- Attention to detail and the ability to manage and coordinate multiple tasks at the same time.
- Strong understanding of Microsoft Excel and Microsoft Word
- Hands on approach and a willingness to learn across multiple disciplines.
- Business degree is preferred but not required.

This medium sized company is family owned/run and headquartered in the scenic town of Centerbrook in Southeastern Conn.. We offer a friendly working environment and complete benefit package, including a 401(k) with generous company match. Tower Labs is a Socially Responsible Employer and a great place to work!

**Qualified candidates may email resume and cover letter to: [hr@towerlabs.com](mailto:hr@towerlabs.com)**