



**Job Title:** Client Projects Coordinator

**Location:** Edison, NJ 08820

**Department:** R&D Product Development

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### **About MetaBrand**

MetaBrand is a leading formulation, development, and manufacturing partner for some of today's fastest-growing beverage brands. We bring functional innovation, clean-label formulation expertise, and scaled execution to categories including wellness shots, sports drinks, natural beverages, alcohol-based RTDs, Hemp-infused products, and other emerging formats. Our team is known for solving formulation challenges that others cannot, accelerating concepts into commercial-ready products with speed, precision, and regulatory discipline.

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If you want to be part of a company shaping the next generation of beverage innovation, MetaBrand offers a dynamic, fast-paced environment where technical excellence and operational execution are paramount.

### **Position Summary**

The Client Projects Coordinator plays a central role in supporting the execution and Client workflow of the R&D and Product Development teams. This position ensures that formulation projects, innovation pipelines, ingredient management, customer samples, and documentation all move efficiently through the development lifecycle. You will serve as a key liaison between R&D, QA/QC, Operations, Procurement, and external clients to ensure project timelines, technical requirements, and quality standards are met.

### **Key Responsibilities**

- Coordinate day-to-day workflow for the Product Development team, including project tracking, sample requests, and internal scheduling.
- Maintain and update formulation records, ingredient specifications, and project documentation within designated systems.
- Support customer projects by coordinating prototype sample builds, maintaining project deliverables, and preparing shipments.
- Work cross-functionally with Procurement to request and track ingredients needed for development activities.
- Organize and maintain ingredient libraries, COAs, nutritional documents, and regulatory files to ensure audit readiness and compliance.
- Assist in preparing project briefs, development timelines, and customer update



- materials.
- Facilitate communication between R&D, QA/QC, Operations, and Clients to ensure alignment on formulas, processes, and project status.
- Assist in planning and documenting pilot runs, process validations, and scale-up activities.
- Monitor project milestones and escalate bottlenecks or risks to leadership for timely resolution.
- Support continuous improvement initiatives that optimize workflow, documentation accuracy, and development efficiency.

### **Qualifications**

- Bachelor's degree preferred; experience in Client Project Management, Business Administration, or related field is a plus.
- 1–3 years of experience in product development coordination, food/beverage operations, R&D support, or project management within a manufacturing or CPG environment.
- Strong organizational, planning, and time-management capabilities with the ability to manage multiple active projects.
- Excellent communication skills with the ability to work cross-functionally and represent
- R&D in customer-facing interactions.
- High attention to detail and disciplined documentation practices.
- Proficiency with Microsoft Office (Excel, Outlook, Word, OneNote); experience with
- project management platforms is a plus.
- Ability to thrive in a fast-paced, growth-oriented environment with evolving priorities.

### **Why Join MetaBrand?**

- Work at the heart of new beverage innovation—sports, energy, RTD cocktails, THC / D9, and more.
- See the direct impact of your work as projects move from idea to real products in cans and bottles.
- Join a nimble, collaborative team where good ideas move fast.

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### **How to Apply**

Send your resume and a short note on **why you're a fit to join our R&D team at MetaBrand** to: **HireMe@metabrandcorp.com**