

**Position Profile:**

The Chemist's responsibility is to assist the Research & Development team in designated tasks that will help complete product development and research. They perform product stability analysis and documentation for all active projects. With experience, the Chemist will also be responsible for development of products as assigned, from concept to commercialization.

**Work Responsibilities:**

- Perform stability analysis on prepared samples and record results in a stability record, laboratory notebook, or spreadsheet. Maintain an active stability calendar. Analysis will be performed using a viscometer, pH meter, olfactory observation, and direct observations. Any deviations from initial readings should be reported to the designated R&D team member. File completed stability samples and reports as directed. Stabilities are completed to ensure adequate product shelf life and performance.
- Compound laboratory batches of products under direction or request of manager or other R&D staff. Compounding will require the use of scales as well as, mixing and heating equipment. Details of formula, procedure, observations, any alterations to the formula or procedure, and physical characteristics will be recorded in a laboratory notebook. Package and label lab batch samples. Perform evaluation on batches as directed.
- Develop and test new products to meet the specified launch schedules, with direction from Sr Chemists. Record detailed notes in the laboratory notebooks. Supply samples to product testing team for evaluation. Determine fill weights and ranges, as well as label claim weights. Prepare samples and documents necessary for quoting purposes. Prepare and file formula, specifications, ingredient lists, and other documents necessary in the Product Dossier. As experience develops, work on product development independently.
- Perform general maintenance and cleaning of lab area by maintaining and organizing chemical inventory, lab supplies, and packaging materials. Calibrate and wash equipment and clean/wipe lab benches as necessary. Discard aged samples as directed. Help maintain a safe, clean, and healthy laboratory environment.
- Perform filing, document scanning or photocopying. Create and update product dossier binders. Pack and ship packages. Perform other clerical duties as directed by manager or other R&D team members.
- Unpack, label, and distribute samples for R&D and Product Design teams.
- Help fill product samples for key accounts, sales reps, tradeshow, and photoshoots.
- Monitor technical developments in the industry.
  - Purchase and examine competitive products of interest.
  - View trade journals and consumer magazines.
  - Meet with chemical raw material suppliers.
  - Suggest potential products and applications of raw materials.
- Support all other R&D staff, Customer Service, Purchasing, Operations, Design, etc., as necessary. Perform other duties and tasks as needed or requested in a timely, efficient, and accurate way.

**General Responsibilities:**

- Supports CURIO Cornerstones and strives for individual leadership by using cornerstone behaviors in the workplace and in daily decision making.

- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Actively seek individual development through taking advantage of opportunities for skill enhancement. I Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURIO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. Performs other work as assigned.

**Minimum Qualifications**

- Bachelor's degree in chemistry or other scientific field

**Computer and/or software qualifications:**

- Basic level of proficiency in Microsoft Excel, Microsoft Word, Outlook

**Preferred Qualifications**

- 2 years' experience working in chemical lab environment
- Background and experience in product development in personal care, household cleaning, cosmetic, or other applicable industries
- Background and experience working with fragrances in formulations
- Knowledge of Food and Drug Administration (FDA) regulations

**Core Competencies:**

- Skilled at utilizing laboratory instruments, including knowledge of pH meter, viscometer, and variable speed mixer operation.
- Understanding of chemical processing techniques.
- Knowledge of laboratory safety and emergency procedures, exercising good judgement and acting in a safe and prudent manner.
- Mastery of basic math and algebra.
- Strong attention to detail and accuracy.
- Ability to communicate and interact effectively with managers, co-workers, customers, vendors, and other partners.
- Ability to work independently or as a team to complete assignments.
- Ability to demonstrate flexible and efficient time management to meet departmental needs.
- Ability to maintain and protect company proprietary information.

**Travel Requirement:** less than 5%

**Working Environment and Physical Demands:**

- General laboratory environment:
  - Works generally at bench-top height, either standing or sitting.
  - Lab is well-lit, air-conditioned.
- Ability to stand on concrete floors for up to 6 hours at a time, sit for hours at a time, as well as view computer monitor on a constant basis. Some walking and standing relative to interaction with other personnel.
- Required daily to lift 25 pounds, as well as push up to 100 pounds on a rolling cart.
- Required daily to stoop, bend, push, and pull to remove items from upper and lower shelves.

- Occasional exposure to dusty and fragrant conditions, along with varying temperature levels.
- Works near moving mechanical parts. High noise environments are possible.

*\*\* Note: This job description does not restrict CURiO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*