

Position Profile:

The Research and Development Manager for Bath and Body is responsible for coordinating the development of all new products from concept to commercialization and maintenance of existing products for Curio. The Research and Development Manager will work with the Marketing, Design, R&D, Engineering, Purchasing, Customer Experience, and Operations departments to accomplish the development. The desired outcome is to produce regulatory compliant, stable, efficacious, and pleasurable to use products. The Research and Development Manager is responsible for the professional and technical development of the research and development staff.

Work Responsibilities:**Research and Development**

- Manage research and development and testing of new products/launches to meet the specified marketing schedule.
- Assign products to the Chemists for development and oversee the development, stability, and testing process.
- Manage development to meet internal expectations of performance, supply, safety, cost, and regulatory needs.
- Establish, develop and maintain supplier and manufacturer relationships for new product development.
- Oversee outside formulation and testing of various product types as they arise.
- Provide Fact Sheets on new product lines based on fragrance and ingredients for marketing copy.
- Oversee all forms of documentation.
- Manage technical maintenance of current products and collections to maintain product quality while identifying process improvements. Make final decisions or recommendations on quality control issues that impact business decisions.

Research new materials

- Stay current in raw material ingredient and fragrance trends, work with Fragrance Specialist to analyze fragrances for internal and external evaluation, monitor technical developments in the industry by meeting with chemical raw material suppliers, reading trade journals and magazines, and by examining competitive products of interest, to be able to suggest potential raw materials and product applications for company.

Regulatory Affairs

- Works with the Regulatory Coordinator to keep company in compliance with most up to date standards, have a working knowledge of FDA, FTC, CARB, OTC, Health Canada, EPA, European Union, and other domestic and international regulatory groups.

Manage Laboratory to Good Laboratory Practices

- Train staff in appropriate precautions and practices to maintain good laboratory standard, promote a clean working environment with regularly calibrated equipment and require good laboratory safety to promote a safe work environment per OSHA and other regulations.

Leadership and Staff Management:

- Effectively manage and/or collaborate with a multi-locational team under a fast pace and constantly changing circumstances.
- Proactively recruit, screen, and select candidates for current and future resource requirements.
- Ensure each employee has a clear and thorough understanding of their role and responsibilities. Collaborate with human resources to keep job descriptions current for each position.
- Effectively orient new hires to roles and responsibilities, ensuring a positive and productive experience.
- Ensure department structure and budgeted hiring plans are appropriate for performance and productivity levels required.

- Utilize the company's performance management program as designed to align individual performance to overall performance objectives. Meet all completion requirements at a high-quality level. Provide ongoing performance feedback. Identify and take appropriate action for non-performance.
- Mentor, guide, and coach direct reports to expand their capabilities and performance.
- Ensure all CURiO communication is disseminated to the team in a positive and timely manner.
- Administer all internal policies and procedures in accordance with company, human resources, budgetary, and finance guidelines. Ensure accuracy of staff data records.

General Responsibilities:

- 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.
- Maintain individual skills, keeping up to date with 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 and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. May also require weekend or after-hours work.

Performs other work as assigned.

Minimum Qualifications

- Bachelor's degree in Chemistry, or equivalent experience.
- Five years of experience in formulation of Bath, Body and Home fragrance products
- Three years of experience supervising personnel.
- One year of experience in project management or supervision

Computer and/or software qualifications:

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

Core Competencies:

- Strong sense of creativity to aid in the process of ideating new product ideas and solving problems creatively.
- Ability to work independently but also with a team to complete product development.
- Ability to follow directions, measure accurately, and record data.
- Practices good personal hygiene to maintain a sanitary, pleasant, and safe laboratory environment.
- Strong attention to detail with ability to organize and prioritize multiple resources and ensure on-time completion in a fast-paced environment
- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or departmental needs, both individual and team
- Ability to communicate and interact effectively with managers, co-workers, customers, vendor and other partners.
- Critical thinking and problem-solving skills
- Ability to work under constant deadline pressure and manage multiple projects across multiple lines of business
- Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- Skill in staff management through motivating, developing, and directing people as they work, identifying the best people for the job based on skills and potential
- Ability to maintain and protect company proprietary information

Travel Requirement: less than 10%

Working Environment and Physical Demands:

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office.
- Ability to sit for hours at a time, viewing computer monitor and using telephone on a constant basis; some walking and standing relative to interaction with other personnel.
- Occasionally required to lift and/or move items weighing 10 - 25 pounds.
- While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts and areas where equipment/product reaches high temperatures.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, and high noise environments is possible.
- Periods of stress may occur.