

Position Profile:

The Candle Formulator is responsible for testing and developing all CURiO candles, across all brands, including Key Accounts and Private Label Accounts, to meet the performance, safety, stability and quality expectations of our company, our brands, and our customers.

Work Responsibilities:

In-house candle development

- Coordinate and gather materials (glass, wax, wicks, fragrance) for testing.
- Measure wax and fragrance, mixing, wicking, and pouring candles accurately for testing.
- Following ASTM methods, burn and perform hourly/daily observation and data collection on candles undergoing testing. If results are not acceptable or desirable, use critical thinking skills to further explore options and retest.
- Analyze data and report findings to appropriate team members.
- Generate reports for each product tested. Requires the use of digital photography, editing and PDF compilation of reports.
- File completed reports
- Complete product specification

Out-sourced candle development

- Communicate candle development needs and specifics with contract fillers
- Coordinate and gather materials (glass, fragrance) for testing
- Evaluate samples and give feedback for changes or approval
- Report findings to appropriate team members
- Completes product specification, as needed
- File completed reports

Responsible for requesting and filing of testing documents & certifications relating to ASTM F2179: Effectiveness of Annealing & Thermal Shock Certifications from glass suppliers on any new glass development following the specific Vendor Guide requirements and communicating requirements and glass testing/certificate expectation to glass suppliers.

Coordinate tests with third-party testing labs when required. Prepare and submit candles. Report results to applicable team members. File completed reports.

Establish and maintain a process of filing all completed burn reports and glass certificates.

Regular review of customer vendor manuals to ensure the development of products per the customer's requirements, i.e., Anthropologie.

Collaborate and help troubleshoot inconsistent performance issues, examples include MS QC production burn issues, BOM substitutions, consumer complaints, etc.

Pour and pack miscellaneous samples for D&I, Brand, Photo shoot, customer, etc. as requested

Manage projects effectively and efficiently. Holds themselves accountable to meet deadlines and project timelines, often working under condensed timelines and expected to deliver products on time.

Maintain a clean laboratory and safe working environment.

As needed, work on projects to support development of other product types

Maintain knowledge on current candle trends and NCA developments. Inform others of updates.

Minimum Qualifications:

- A Bachelor's Degree in Science field of study, or equivalent experience
- Two years' work experience in a product development lab environment

Computer and/or software qualifications:

- Basic proficiency in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Outlook

Core Competencies:

- Strong interpersonal skills and ability to effectively work independently and with team members, with clear and efficiently verbal and written communication
- Ability to build relationships and interact effectively with managers, co-workers, customers, vendor, and other partners
- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or departmental needs
- Highly skilled in attention to detail and quality
- High degree of tolerance for stress and uncertainty, adaptable to change and ability to work under deadline pressure, managing multiple projects
- Strong critical thinking and problem-solving skills with the ability to define problems, collect data, establish facts, and draw valid conclusions.
- Must have the ability to work with precision scales and measuring devices and record accurate measurements.
- Must have math skills sufficient for precise weight/volume calculations. Must be able to calculate figures and amounts such as rate, percentages, and volume.
- Ability to maintain and protect company proprietary information

Preferred Qualifications

- Two years' work experience in candle lab environment
- Strong knowledge of ASTM Candle Testing Methods and International Candle Testing Methods
- Strong knowledge of candle labeling requirements for US and international sales

Travel Requirement: less than 5%