

**Position Profile:**

The CURiO Spec Writer is responsible for the development, compilation, and maintenance of Specification Documents for all CURiO products and components, across all brands and private label accounts.

**Work Responsibilities:**

## Comprehensive Specification Development

- Work with Product Designers, Packaging Engineer, R&D Chemist & Formulators, Project Coordinators, as well as in-house Production Teams to gather target information for compiling component and finished good specs.
  - Determine clearest, most logical way to present manufacturing assembly instruction and quality expectations for greatest reader comprehension, utilizing written steps, photos, and/or illustrations as needed.
  - Build and maintain a Finished Goods Specification Library for all CURiO products.
  - Build and maintain a Component Specification Library for all components used in all CURiO products.
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- Responsible for ensuring new product specs are complete and published ahead of scheduled production dates.
  - Facilitates regular communication with our CURiO In-House & Contract Fillers to understand production methods and capabilities.
  - Works with CURiO Quality Manager to establish and maintain a process of spec updates and how that information flows into Syteline and bulletin notification to our fillers.
  - Participates in regular review of customer vendor manuals and ensure product specification documents include instruction for customer-specific requirements.
  - Collaborates and helps troubleshoot on Spec to BOM issues; examples include BOM substitutions, inconsistencies between the two sources of information, and production suggestions for changes and improvements.
  - Manages projects effectively and efficiently. Holds themselves accountable to deadlines and meeting project timelines. Often works under condensed timelines and expected to deliver product on time.

**Minimum Qualifications:**

- A Bachelor's Degree in Industrial Engineering, Industrial Engineering Technology or related field, or equivalent experience
- Two years' work experience in an operational or manufacturing support role
- Technical writing experience

**Computer and/or software qualifications:**

- Basic proficiency in Microsoft Word, Excel, PowerPoint, and Outlook
- Basic proficiency in Adobe Acrobat software PDF Formatting

**Core Competencies:**

- Strong interpersonal skills and ability to effectively work independently and with team members, vendor, and other partners
- Ability to organize complex information in a way that is ease for production operators to understand
- Strong interpersonal skills; clearly and efficiently communicate verbally and written, including legible handwriting
- Must have the ability to draft grammatically correct and properly formatted written documents
- Ability to understand the importance of a quality-centric environment and ensure quality standards are built into all work product

- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or departmental needs
- Strong attention to detail with ability to organize and prioritize multiple projects and ensure on-time completion in a fast-paced environment
- Ability to work under constant deadline pressure and manage multiple projects
- Strong critical thinking and problem-solving skills, with the ability to define problems, collect data, establish facts, and draw valid conclusions
- High degree of tolerance for stress and uncertainty, adaptable to change
- Ability to maintain and protect company proprietary information

**Preferred Qualifications**

- Additional years' work experience in operational or manufacturing support role
- Knowledge of candle, personal care or beauty industry.

**Travel Requirement:** less than 5%

*\*\* 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*