

JOB TITLE: R&D Senior Associate
DEPARTMENT: R&D
DATE: 10/17/18
REPORTS TO: EVP
RATE: DOEE
CLASSIFICATION: Exempt

POSITION DESCRIPTION: This position leads and manages the review of raw material for R&D in ensuring science, quality, consistency, and sustainability of all JFI products. This role will be responsible for new product development and reformulation of products, and will provide support to other departments.

Responsibilities:

1. Participates and leads product formulation and development; searches and evaluates new ingredients for scientific validation of product formulations; proposes new and revised product formulation concepts.
2. Provides label text content based on scientific information and regulatory requirements.
3. Reviews raw material technical and QC data based on Jarrow Formulas' standards.
4. Participates in hands on product development at contract manufacturing facilities when needed.
5. Assists in QC compliance based on GMP requirements.
6. Provides documentation for international product registration and domestic vendor review of products.
7. Coordinates and manages the review of T&D scientific documents and formulations with other departments. Ensures all open projects are on schedule.
8. Writes, reviews, approves and maintains R&D (Analytical Development, Formulation Development) SOP's.
9. Assists EVP in the supervision of R&D personnel and human resources-related issues such as hiring, training, counseling, disciplining, performance evaluations, conflict resolutions to name a few.
10. Performs any other related duties, as may be required or assigned by management.

Job Requirements:

- Bachelor's Degree or higher in Science, Nutrition, Bio-Chemistry or related field
- 5 or more years of relevant R&D work experience within dietary supplement industry.
- Self starter with the ability to multi-task and prioritize
- Excellent work ethics
- Excellent communication (verbal and written) skills
- Excellent interpersonal and team skills
- Professional writing experience helpful.

Job Status: Full time / Exempt

Schedule: M-F; 8:00 a.m. to 5:00 p.m.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to occasionally alternate between sitting and standing positions. The employee frequently is required to reach with hands and arms, use hands and fingers to handle controls, computer and mouse, mix powders and raw material; talk and hear. The employee is occasionally required to walk, stand, stoop, and lift as required to file documents or store raw materials throughout the work day. Specific vision abilities required by this job include close vision and the ability to adjust focus. Proper lifting techniques required. May include lifting up to 25 pounds for files and raw material on occasion.

We are an equal opportunity employer.