

JOB TITLE: R&D Associate
Department: Research & Development Department
Date: 2/12/2019
Reports to: Technical Compliance Manager/Interim R&D Manager
Classification: Exempt
Salary Range: DOEE
Position Description: This position provides support to Research & Development Department staff, including EVP, Directors, QA/QC, Marketing, Production and International Departments.

Responsibilities:

1. Creates and approves product description for new, bulk, and finished goods.
2. Remains current with regulations, scientific research and current events in regards to product labels, product claims, allergens and nutritional values and material issues.
3. Assists in determining dispositions for existing labels in inventory and ensuring the accuracy of right fact panels.
4. Assists in the development of new formulations (including costing) and maintenance of existing formulas, including placebo formulas to support various clinical trials of company's products.
5. Collaborates with contract manufacturers and evaluates new and alternate raw material ingredients, specifications, and requirements for improved product performance and cost savings, including prequalifying new raw materials, finished product testing requirements and packaging specifications.
6. Conducts bench work in company lab for raw material samples received and for R&D trails. Conduct taste tests and adjusts formulas based on feedback.
7. Keeps projects organized and communicates product changes to Production, Compliance, Sourcing, and other departments in a timely manner.
8. Helps maintain the R&D database; offers technical assistance to multiple groups within the company.
9. Takes the lead in calculating nutritional and heavy metal content for all products in coordination with Sourcing and Technical Support.
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.
- Two or more years of relevant work experience
- Self-starter with the ability to multi-task and prioritize
- Excellent work ethic
- Excellent communication (verbal and written) skills
- Excellent interpersonal and team skills
- Professional writing experience helpful.

Full time (Exempt), M-F, Day shift

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.