

**JOB TITLE:** R&D Associate  
**Department:** Research & Development Department  
**Date:** March 2, 2018  
**Reports to:** EVP  
**Range:** DOEE

**Position Description:** This position provides support to Research & Development Department staff, including EVP, Directors, QC/QA, Marketing, Production and International Departments.

**Responsibilities:**

1. Reviews and maintains documentation associated with manufacturing and vendor qualifications.
2. Reviews product labels for accuracy and to ensure regulatory compliance.
3. Conducts technical vendor qualification including but not limited to reviewing documentation, communicating with vendors and reporting results.
4. Helps to maintain the R&D database.
5. Evaluates new and alternative ingredients for improved product performance and cost savings.
6. Represents R&D by offering technical assistance to multiple groups within the company, including quality control and education.
7. Remains current with regulations, scientific research and current events in regards to product labels, product claims, allergens and nutritional values and material issues.
8. Assists in the development of new formulations and maintenance of existing formulas.
9. 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, 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.