

EXEMPT POSITION DESCRIPTION

POSITION TITLE: Senior Chemist I

GRADE: 24

ORGANIZATION (DEPT): Research and Development

DATE:

REVISION DATE:

REPORTS TO (TITLE/S):

DIRECT REPORT/S (TITLE/S):

POSITION SUMMARY:

Responsible for the integration and guidance of the R&D formulation portion of ELCV. Will bring products, formulas and brands into ELC systems and processes. Will guide and work on all cosmetic formulation types. Role will work within GFVC. Is assigned many projects of different degrees of complexity. Ensures the timely completion of product development activities. May direct the activities of 0-4 people.

PRINCIPAL ACCOUNTABILITIES:

- Integrates existing ELCV formulas into ELC R&D systems
- Guides ELCV brands on ELC R&D requirements, policies and processes
- Reviews and offers guidance and suggestions for ELCV new and reformulated products
- Determines stability of the formulations and ensures commercial feasibility.
- Assures that all testing to guarantee a marketable final product is on schedule
- Keeps laboratory management informed of project progress. Make project direction recommendations.
- Develops own approach for the delivery of the project. Makes constructive contributions to product formulation.
- Follows projects from prototype development through manufacturing.

- Trains and directs technicians, temporary help and entry levels chemists in laboratory procedures. Checks their work.
- Actively reformulates commercially feasible products with minimum supervision.

- Ability to resolve product formula or process problems.

- Stays abreast of developments in the cosmetic field and continues to demonstrate performance improvement.
- Interfaces with all R&D departments, QA, Technical Services, Manufacturing and Product Development Departments.

POSITION REQUIREMENTS/QUALIFICATIONS:

- B.S. Degree in relevant scientific field

- 4+ years technical experience in the cosmetic industry –with 2 or more years of supervisory experience a plus.

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