

Job Title: Technical Service/Regulatory Supervisor**Job Description:**

Kobo Products, Inc. located in South Plainfield, NJ is seeking an organized, knowledgeable, and detail-oriented Technical Service/Regulatory Supervisor to join our team.

The position is currently fully remote, but may move on-site in future

COVID Safety Requirement:

- **Safety is our top priority, so COVID vaccination is required for all employees. Proof of vaccination (at least 1 dose) is required prior to start of employment. Medical exemptions will be granted based upon documentation from a doctor.**

Job Requirements:

- Bachelor's of Science Degree in Chemistry, Chemical Engineering, Bioscience, or Biology required
- Minimum of 5-7 years experience handling all aspects of global regulations compliance in the cosmetics/personal care industry
- Excellent written and verbal communication skills as well as multi-tasking skills
- Strong Microsoft Office and computer skills

Responsibilities Include:

- Manage the Technical Service team
- Manage the regulatory program including following global regulations, maintaining regulatory information on ingredients and products, maintaining RSPO status of ingredients and products, producing and updating certificate templates, reporting Palm and Mica volumes to the appropriate authorities, etc.
- Oversee fulfillment of customer requests including coding dossiers and technical information questionnaires, handling information requests (animal testing, impurities, REACH, regulatory compliance, nano-particle statements, etc.), supporting documentation requests (SDS, spec, CofA, manufacturing process, particle size curves, etc.), participating in Customer Transparency One, etc.
- Support internal technical requests
- Assist to approve new raw ingredients

Please send resume to stortorella@koboproductsinc.com and salary/rate requirements. You may also call at 908-941-9192.