

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Sr. Scientist	<b>DEPARTMENT:</b>	R&D
<b>COMPANY:</b>	NPP	<b>APPROVED BY:</b>	CAF
<b>FLSA STATUS:</b>	Exempt	<b>JOB CODE:</b>	RD0016
<b>COST CENTER:</b>	10630	<b>PAY GROUP:</b>	BWM
<b>EMPLOYMENT STATUS:</b>	Full-time	<b>CLASSIFICATION:</b>	Associate

## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	Director, Research and Development
<b>POSITION SUPERVISED BY:</b>	Director, Research and Development
<b>POSITIONS SUPERVISED:</b>	N/A

## POSITION PURPOSE

Develops, leads and executes R&D plans and protocols to develop new products. New product development primarily in personal care, especially skin care with some development of home care products. Specifically responsible for managing projects from concept to proof of principle including identifying new ingredients and technologies, formula development, product evaluations and testing, and scale up.

## ESSENTIAL FUNCTIONS AND BASIC DUTIES

Leads R&D product development activities

- Leads all formulation development activities for assigned projects
- Ensures product milestones are met
- Identifies technical and project risks and ensures strategies are developed to effectively mitigate risks
- Strong hands on development experience and working knowledge of personal care and skincare formulations, ingredients, technology, manufacturing processes
- Develops, writes and validates test methods to evaluate performance of products and prototypes
- Tests products and prototypes and issues technology reports on product performance; prepares summary presentations for marketing and sales
- Ensures key documentation is completed (specifications, batch sheets) prior to product launch
- Keep organized and concise documentation on all experimental designs, test results

Knowledgeable about R&D processes and product commercialization

- Understands the product development process from concept, formula development, product evaluation, and scale up through product launch

- Ensures physical stability, performance criteria, processing capabilities, toxicological testing, microbiological testing, meeting claims targets, consumer appeal, cost effectiveness, commercial feasibility

Understands business needs and competitive landscape

- Identifies needs gaps and opportunities
- Develops ideas, concepts and prototypes to support the business
- Evaluates competitive products, identifies new concepts, trends, technologies, claims that can be leveraged into new products or upgrade existing products
- Maintains awareness of technical development in related fields of science and consumer and market trends in personal care

Innovation

- Identifies new ideas and concepts that can be translated into new products
- Understands patents and technical literature and uses them in generating new ideas and concepts
- Establishes meaningful relationships with key suppliers; works with suppliers in identifying new ingredients and technologies to support marketing plans and exploratory programs
- Creative thinker and self-starter with a high level of initiative to explore and develop new innovations to integrate into new products

## PERFORMANCE MEASUREMENTS

1. Leads and executes the development of new products and product upgrades
2. Delivery of new products to meet or exceed expectations meeting all milestones and timing
3. Ensures key documentation is completed prior to product launch
4. Innovation: generation of new ideas and concepts and identification of new technologies that can be translated into new products/product improvements to support marketing initiatives and exploratory programs
5. Values and Behaviors (Integrity, Respect, Accountability, Proactivity, Collaboration, Passion)

## QUALIFICATIONS

<b>EDUCATION/CERTIFICATION:</b>	Bachelors' Degree in Chemistry or related scientific discipline
<b>REQUIRED KNOWLEDGE:</b>	7+ years' experience in formulation and product development; personal care products and formulations (especially skincare), ingredients, technologies, manufacturing processes; product development process from concept to commercialization; competitive landscape and consumer/market trends in personal care
<b>EXPERIENCE REQUIRED:</b>	7+ year's progressive experience and a documented record of accomplishments in the development of new products in personal care and skin care. Proven track record of developing and launching new products; full life cycle product development with a cross functional team; previous experience working with nonwovens/wipes is an advantage
<b>SKILLS/ABILITIES:</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to effectively manage projects, set</li> </ul>

	<p>objectives, and identify resources/processes necessary to accomplish goals</p> <ul style="list-style-type: none"> <li>• Must have strong formulation, problem solving, project management, interpersonal, written and oral communication skills</li> <li>• Must exhibit excellent organization and planning skills and work well in a team environment</li> <li>• Proficiency with computer and Microsoft Office (Outlook, Word, Excel)</li> <li>• Multi-task oriented, able to work on multiple projects of varying complexity</li> <li>• Able to work in a fast pace environment</li> <li>• Intellectually curious. Always looking for new ways to improve products or processes</li> </ul>
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## WORKING CONDITIONS

<b>NONE:</b>	No hazardous or significantly unpleasant conditions.
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## INTENT AND FUNCTION OF JOB DESCRIPTIONS

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*