

Position Profile:

The R&D Laboratory Technician's responsibility is to assist the R&D Manager and Chemists in designated tasks that will help complete project development and research.

Work Responsibilities:

- Perform stability analysis on prepared samples and record results in a stability record, laboratory notebook, or computer spreadsheet. Maintain an active stability calendar. Analysis will be performed using a viscometer, pH meter, olfactory observation, and direct observations. Any deviations from initial readings should be reported to designated Chemist. File completed stability samples and reports as directed. Stabilities are completed to ensure adequate product shelf life and performance.
- Compound laboratory batches of products under direction or request from Manager or Chemist. Compounding will require the use of scales for weighing, mixing, and heating equipment, and notebook for recording details of formula, procedure, observations, any alterations to the formula or procedure, and physical characteristics. Package and label lab batch samples as directed. Perform evaluation on batches as directed.
- Perform general maintenance and cleaning of lab area by maintaining and organizing chemical inventory, lab supplies, and packaging materials. Calibrate and wash equipment and clean/wipe lab benches as necessary. Discard aged samples as directed. Help maintain a safe, clean, and healthy laboratory environment.
- Perform filing, document scanning or photocopying, create and update product dossier binders, packing and shipping packages, and other clerical duties as directed by Manager or Chemists.
- Unpack, label, and distribute samples for R&D and Product Designers.
- Help fill product for key accounts, reps and show samples.
- Work on fragrance panels as directed.
 - Prepare samples for consumer panel.
 - Prepare base material to send to fragrance houses.
 - Prepare samples for internal evaluation.
- Monitor technical developments in the industry.
 - Purchase and examine competitive products of interest.
 - View trade journals and consumer magazines.
 - Meet with chemical raw material suppliers.
 - Suggest potential products and applications of raw materials.
- Support all other Research and Development staff, Customer Service, Purchasing, Operations, Design, etc., as necessary. Perform other duties and tasks as needed or requested in a manner that is timely, efficient and accurate.

General Responsibilities:

- Supports CURiO Cornerstones and strives for individual leadership by using cornerstone behaviors in the workplace and in daily decision making.
- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Actively seek individual development through taking advantage of opportunities for skill enhancement. I Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.

- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. Performs other work as assigned.

Minimum Qualifications

- High School Diploma or equivalent
- Two years' experience working in chemical lab environment.

Computer and/or software qualifications:

- Basic level of proficiency in Microsoft Excel, Microsoft Word, Outlook

Preferred Qualifications

- Bachelor's degree in chemistry (or another scientific field)
- Additional year's relevant experience
- Background and experience in fragrance or cosmetic industry

Core Competencies:

- Skilled at utilizing laboratory instruments, including Knowledge of pH meter, viscometer, and variable speed mixer operation.
- Understanding of chemical processing techniques.
- Knowledge of laboratory safety and emergency procedures, exercising good judgement and acting in a safe and prudent manner.
- Mastery of basic mathematics and algebra.
- Strong attention to detail and accuracy.
- Ability to communicate and interact effectively with managers, co-workers, customers, vendors, and other partners.
- Ability to maintain and protect company proprietary information

Travel Requirement: less than 5%

Working Environment and Physical Demands:

- General laboratory environment: Works generally at bench-top height, either standing or sitting. Lab is well-lit, air-conditioned.
- Ability to stand on concrete floors for up to 6 hours at a time, sit for hours at a time, viewing computer monitor on a constant basis. Some walking and standing relative to interaction with other personnel.
- Daily required to lift 25 pounds, push on rolling cart up to 100 pounds.
- Daily required to stoop, bend, push, pull in order to remove items from upper and lower shelves.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments is possible.

*** Note: This job description does not restrict CURiO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*