

# Canadian Custom Packaging

## Job Description Form

<b>Job Title:</b>	R & D Development Formulator – Entry Level
<b>Reports to:</b>	Director of R&D Color & Scale up
<b>Type of position:</b>	Full time

### General Position Description:

This position is responsible for executing the Research and Development projects and activities for a broad range of existing cosmetics products as well as ongoing product design and development for new customer requirements and future product offerings.

### Key Responsibilities:

- Develop new and modify existing cosmetic products to meet customer specifications
- Package samples for customer review and assessment as required
- Aid Senior formulators with sample prep and submission pieces including filling submissions piece, correct labelling, and shipping of samples
- Creating submissions emails and tracking submissions numbers
- Prepare scale up batches to validate formulations/color of products
- Perform stability testing including set up and testing for all product types
- Advise on R&D process for formulations and aids in developing manufacturing procedures with the production team
- Perform strategic monitoring of trends, colors, raw materials or new technologies
- Actively participate in the continuous improvement and maintenance of the laboratory and its equipment

### General Requirements:

- Perform all duties in compliance with SOP's, Work Instructions, GMP's and all other regulatory policies and guidelines
- Ensure all decisions are based on quality assurance incorporating GMP and quality controls
- Prepare and maintain records, as required by SOP's, related to operations.
- Support product testing, where required
- Support planning and execution of validation programs, as required

### Knowledge, skills and work experience requirements:

Excellent vision and perception of colors, textures, and smells.

Enthusiastic and willing to learn with excellent interpersonal skills.

Excellent multitasker who can easily shift focus as priorities change.

Able to take direction well and is excellent team player.

Possess knowledge of the practices and principles of GMP/GLP compliance

Knowledge of current regulatory requirements with respect to development and implementation of new products

### Key Competencies:

Proactive, organized:

Prioritizes and organizes daily work to meet overall deadlines

Manages own time to meet short term objectives

Analytically minded. Problem solver

### Educational requirements:

BSc in Chemistry or a related field

### How to apply:

Candidates that meets the criteria above are encouraged to send their resume and cover letter for review to: [ccp@cdncustompackaging.com](mailto:ccp@cdncustompackaging.com).

<b>Reviewed by Human Resources:</b>		<b>Date:</b>	
<b>Employee:</b>		<b>Date:</b>	