



Research & Development Manager Salary, Exempt

Job Summary:

Develops formulas for tablets, capsules, chewable tablets, premixes and soft chews.

Reports To:

- Chief Operating Officer

Essential Functions:

- Must possess knowledge pertaining to the nutraceutical industry and must be well-versed in a variety of ingredients, their usage, forms, activities and all other relevant physical characteristics. Experience in coatings, flavoring, sweetener/texture systems required.
- Develop formulas for the generation of quotes for new and existing business opportunities. Understand the basic costing/quoting process and help troubleshoot issues as needed.
- Modify/correct existing formulas as deemed necessary; checking and approval of documents such as Product Label Information, Nutritional Information, Start Up's for creating Master Formulas and Manufacturing Directions, etc.
- Understand and usage of current FDA nutritional/supplement fact information and standards.
- Ability to interpret a variety of supplied information and translating that into a consistent formula format.
- Develop and maintain manufacturing directions and use of R&D laboratory test instrumentation for raw materials and finished products.
- Accountable for leading all internal project collaborations with QA/QC projects as required.
- Develop and maintain SOP's and cGMP's as required to assure total compliance for all regulatory agencies and stay up to date on regulatory, innovative and industry-wide changes.
- Develop and implement R&D trials for new and existing formulas; work in improving existing formulas; work with the Purchasing Department to assist in locating raw material suppliers and the evaluation of new raw materials.
- Perform R&D laboratory pilots. Understand the process for each final product type and give and utilize feedback as needed.

Knowledge, Skills, and Abilities:

- Possess a solid work track record and/or demonstration of scholastic attendance, achievement, and experience in the tableting and encapsulation industry.
- Possess the ability to juggle multiple tasks, communicate effectively with various audiences and have a razor-sharp eye for detail.
- Individual must be professional, detail oriented, possess good mathematical, written, clerical and organizational skills.

Work Environment and Physical Demands:

- 45-50 hours per week including some weekend and night work required depending on business needs.
- Must be able to meet all safety requirements, company guidelines, including cGMPs, SOP and safety policies and procedures.
- Adhere to company guidelines, including cGMPs, SOPs and safety procedures.
- Must occasionally lift 50 lbs. or more.
- Regularly exposed to noise, moving mechanical parts, and to airborne particles, including some allergens in the manufacturing areas.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.