



Twincraft Soap Job Description

Job Title: Product Development -Technical Coordinator
Department: Technical Services
Reports To: Director of Product Development
FLSA Status: Exempt
Date: November 2011

Summary: This position ensures that all products are compliant with regulatory, certification, and customer specific requirements.

Essential Duties and Responsibilities:

- Serve as the regulatory and certification technical expert for the company.
 - Provide advice, recommendations and solutions to specified external customers.
- Coordinate the certification needs of projects in development to ensure products launch on time.
- Complete Regulatory documentation as required by customers: Ingredient Declarations, MSDSs, Quantitative Formula Breakdowns.
- Manage the R&D Ingredient Library.
- Provide R&D support to Quality Assurance during customer and third party audits.
- Coordinate with Operations, Account Teams and External Vendors for the development of new dies and the modification of existing dies.

Qualifications: BS in Natural Sciences, Food Science, or Cosmetic Science and a minimum of two years experience in R&D or Quality Assurance in a related industry. The position requires strong attention to detail and effective communication skills in a fast paced environment while handling multiple projects.

Scope and Impact on Others: Maintain flexible, positive and willing attitude along with open, professional communication with Manufacturing, Sales, Account Management, Customers, Suppliers, etc. to facilitate the introduction of new products.