

Job Title: Senior R&D Chemist / Chemist III  
Department: Research and Development  
Reports to: R&D Manger  
Employment Type: Full-Time  
FLSA: Exempt

### **SUMMARY:**

The Senior R&D Chemist is a technical leader responsible for formulating, developing, and innovating personal care products from concept to commercialization. This individual serves as a senior subject matter expert in formulation chemistry and scale-up processes and plays a key role in supporting business development and cross-functional operations. The role ensures compliance with FDA, cGMP, and other regulatory standards while promoting innovation, efficiency, and product excellence.

### **ESSENTIAL FUNCTIONS and RESPONSIBILITIES:**

- Lead the development and optimization of new product formulations and reformulations for skincare, haircare, and body care products.
- Independently manage product development projects from concept through production scale-up and launch, ensuring timelines and quality standards are met.
- Collaborate closely with cross-functional teams including Regulatory, Quality, Operations, and Sales to ensure project alignment and successful execution.
- Participate in technology transfers and provide hands-on support during pilot and production batches.
- Write and maintain comprehensive product development documentation including formulas, batching records, specifications, and stability protocols.
- Stay current on raw material innovations, formulation techniques, regulatory updates, and market trends.
- Evaluate and approve raw materials for suitability in formulations and compatibility with packaging.
- Mentor and provide technical guidance to junior chemists and technicians; assist in their development through training and oversight.
- Serve as a technical contact for client inquiries, troubleshooting, and formulation consultation.
- Participate in customer meetings and product presentations when required.
- Drive continuous improvement initiatives in product performance, cost efficiency, and process scalability.
- Ensure adherence to internal SOPs, cGMP, OSHA, and FDA regulations.
- Support lab equipment maintenance, calibration, and safe operating practices.
- Perform additional duties and special projects as assigned.

### **EDUCATION/ EXPERIENCE:**

- Bachelor's degree in Chemistry, Chemical Engineering, or related scientific discipline required; Master's degree preferred.

- Minimum of 5 years of progressive experience in personal care, cosmetics, or OTC product formulation and development.
- Experience in a contract manufacturing or fast-paced R&D environment is highly desirable.

**TECHNICAL SKILLS & COMPETENCIES:**

- Advanced knowledge of formulation chemistry in skincare and personal care products.
- Strong understanding of raw material functionality, ingredient interactions, and emulsion/suspension systems.
- Familiarity with FDA, OTC Monograph, cGMP, GLP, and international regulatory guidelines.
- Proficiency in operating laboratory equipment and software for R&D data management.
- Strong project management, documentation, and analytical skills.
- Demonstrated leadership, mentoring, and team collaboration abilities.
- Effective verbal and written communication skills, including the ability to present to clients and internal stakeholders.
- Highly organized with the ability to manage multiple priorities and meet deadlines under pressure

**Physical Requirements**

- Must be able to stand and walk for extended periods and lift up to 20 pounds as needed.
- Manual dexterity and attention to detail required for lab work and equipment handling.