



## Job Description

**Job Title:** Formulation Manager  
**Department:** R & D  
**Reports To:** VP of Product Strategy  
**FLSA Status:** Salary, Exempt  
**Revision Date:** June 2018

### Summary

The Formulation Manager serves as a player/coach for the Formulation team (6 employees) by providing day-to-day project guidance and direction, including hands on formulation work at the bench. This position is involved in all aspects of formulation development and innovative new product development targeting liquid personal care products. The primary role involves hands on formulating work, product ideation, concept screening, new ingredient sourcing, prototype development, and scale up to commercial production. This position will also require close collaboration with the Account Teams to include Sales, Account Management, and Manufacturing team members.

### Essential Duties and Responsibilities

- Manage the Formulation Development team for successful and on time product launches including the development sample schedule.
- Coach and facilitate growth of employees to include functional training and talent development.
- Cultivate a culture of learning. Foster an environment of flexibility with a focus on customer specific innovation and scale-up.
- Develops experimental formulas, processing procedures including hands on formulating of specific opportunities.
- Develops specifications for raw ingredients and finished formulas for new product, product improvement, and cost reduction.
- Works with team members to ensure successful scale-up of new products, product improvement, cost reduction, ingredient, formula, specification, or process changes.
- Develop all testing procedures including bench-top and also collaboration on scale-up testing.
- Collaborate with trial team to facilitate trial runs to validate and reproduce products from bench to factory experimental formulas and processing procedures.

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- Manage internal and external testing process and protocols for shelf life and durability studies.
- Collaborate with the Regulatory and Quality teams on developing products that meet customer, domestic, and international regulatory requirements.
- Communicate and work directly with customers throughout the development cycle.
- Provide technical solutions to operational challenges.
- Strong interaction with sales, marketing, manufacturing, and analytical groups.
- Facilitate development activities with other internal departments.
- Work on multiple projects and prioritize projects.
- Ability to travel to customers or market related trade shows.
- Support and help implement continuous process improvements.
- Support and adhere to Twincraft's values and credo.
- Perform other duties as assigned.

**Education and Experience**

Bachelor of Science degree in Chemistry is preferred, Natural Sciences, Food Science, or Cosmetic Science could be applicable with relevant work experience. Four plus years experience in Personal Care product development with specific experience in natural formulation for companies similar to Wholefoods Market is preferred. The position requires solid project management talent and effective communication skills in an extremely fast paced environment while handling multiple projects.

**Personal Characteristics**

- Project planning
- Organization
- Execution
- Coordination
- Strong interpersonal skills to communicate effectively with all departments within the company