**Milbar Laboratories, Inc.**

Job Description

**Job Title:**  R&D Lab Manager

**Department:** Product Development

**Job Hours:**  Full Time

**FLSA Designation:** Exempt

**Job Summary:**

Primary responsibility is for new product development, technical and concept innovation with a strong commitment to excellence. Manage the Lab resources including the Lab calendar.

**Essential Job Functions:**

1. Oversee the Research & Development function of Milbar
   1. Apply FDA regulations applicable to cosmetic and OTC preparations
   2. Develop a well-rounded knowledge of Global compliance of ingredients used in cosmetic and OTC
   3. Ongoing exploration of new and innovative ingredients to create and offer efficacious formulations to existing and new customers
2. Develop, maintain and manage all laboratory functions.
   1. Manage all laboratory and product development lab related personnel
   2. Review and manage lab calendar with complete information and priorities.
   3. Assist Customer Service in organization and successful scheduling of all development projects
   4. Review product profiles for new materials and completeness
   5. Prepare and review required laboratory SOPs
   6. Review and acquire new materials for use in project development
   7. Provide guidance on regulatory and patent considerations as development proceeds
   8. Develop plans and budgets for lab projects
   9. Identify and acquire proper analytical equipment required for R&D development and formula testing
   10. Manage proper standards and samples program
3. Manage documentation preparation relating to formulas and lab operations
   1. Manage documentation requirements for sample submissions and product preparation for all testing requirements
   2. Research and prepare customized information in support of customer requests
   3. Prepare documents as needed to support Customer Service
   4. Work with Quality Assurance, Marketing, Sales and Customer Service to prepare and maintain technical aspects of marketing literature
   5. Be familiar with various international regulations for product registration, importation and sales distribution
   6. Liaise with Regulatory specialist for product submissions as required
4. Develop new ingredient delivery systems
   1. Work with Senior management to explore strategic alliances with innovative platforms, i.e. Biotech, Pharma
5. Identify and qualify new ingredients
   1. Develop and maintain relationships with key global raw material manufacturers
6. Interact with internal and external customers during formulation and development process
7. Lead in managing intercommunication between Laboratory, Customer Service, Quality Assurance and other internal groups
8. Attend and represent Milbar at global cosmeceutical meetings and conferences
   1. Visit ingredient corporations as required to acquire new technologies
   2. Identify new emerging skin care paradigms
9. Complete stability reports as required for Customers for new and revised formulations
10. Maintain the proper files for new and revised formulations and manufacturing instructions
11. Oversee first production batches to ensure proper transition from lab to commercial

**Qualifications:**

* 5 years minimum in personal care products in a laboratory setting
* 3 years minimum managing multiple laboratory personnel
* Bachelor’s degree in chemistry or suitable scientific field
* Ability to explain highly technical and scientific solutions to customers
* Experienced in skin care and cosmeceutical formulation in all product forms, i.e creams, lotions, emulsions
* Proven history of development of own formulation ideas, industry creativity, innovation, solutions for complex issues and leadership in a team environment.
* Excellent organizational skills; attention to details
* Creative problem solving skills
* Excellent written, verbal communications and computer skills.
* Ability to work independently and handle multiple tasks.
* Proficient use of Microsoft Office (Excel, Word, PowerPoint);
* Ability to interact successfully in cross functional teams and with external vendors/suppliers.

Please send applications to: hr@milbarlabs.com