



## POSITION DESCRIPTION

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Position Title: R&D Chemist  
Location: Watertown, CT  
Reports To: R&D Laboratory Manager  
FLSA:  Exempt  Non-Exempt  
Date: 2024

### I. POSITION SUMMARY

The Research & Development (R&D) Chemist supports the research and development efforts with Koster Keunen's business plans. The position is responsible for the execution of the R&D projects using systems, protocols and procedures. This position requires a strong science background, multitasking and problem solving capabilities, the ability to manage timelines appropriately and creativity.

### II. ESSENTIAL POSITION RESULTS

- Produce laboratory batches for samples and pilot batches for R&D purposes.
- Conduct R&D testing as required and assigned, including stability and performance.
- Develop formulations and / or research applications using the Company's raw materials.
- Assist in commercialization of new products from R&D to manufacturing.
- Clearly document laboratory procedures and results.
- Effectively and independently communicate project status and results.
- Monitor workload and progress of projects assigned to ensure timely completion. Multitask effectively, reprioritize as necessary.
- Provide technical assistance and collaborations with other teams as needed.
- Proactively collaborate with all departments within the company.
- Collaborate with Sales and Marketing to generate sales support documents, technical data sheets, and product brochures.
- Attend trade shows when possible and beneficial for the business.
- Identify and implement continuous improvement ideas to enhance products and practices.
- Follows the Koster Keunen Company Values.

### III. SUPERVISORY RESPONSIBILITIES

None

### IV. MINIMUM QUALIFICATIONS

#### Education, Certifications and /or licenses:

- Bachelor's Degree in Chemistry, or related field

#### Experience:

- A minimum of two years' experience in a similar position.
- Experience in chemical formulation and/or product development preferred.
- Experience with emollients, emulsifiers, rheology modification, and/or waxes preferred.



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### **Knowledge/Skills:**

- Knowledge of traditional chemistry techniques as well as instrumental analysis is required
- Strong understanding of experimental design, ability to draw conclusions and design next steps from scientific data
- Strong communication and documentation skills
- Strong project management skills and excellent organization skills with the ability to handle multiple projects simultaneously and effectively.
- Must be a result-oriented professional with excellent communication
- Ability to work independently and/or within a team, pays attention to detail and meets deadlines

### **V. PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.*

*Must be able to lift and carry items weighing up to 20 pounds. Manual dexterity sufficient to reach/handle items, works with the fingers, and perceives attributes of objects and materials. Involves moderate physical activity performing non-strenuous daily activities of a primarily administrative nature. Should be able to identify and distinguish colors, see clearly at 20 inches or closer and 20 feet or more, observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point, judge distances and spatial relationships, and adjust the eye to bring an object into sharp focus.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **VI. WORKING CONDITIONS AND ENVIRONMENT**

*The work environment characteristics described here are representative of those encounters while performing the essential functions of this job.*

*While performing the duties of this job the employee is regularly exposed to a manufacturing environment. The ability to share workspace and dress in proper attire such as required PPE gear (glasses, gloves, hair/beard nets and uniforms). Employee may be exposed to humidity, intense heat and cold, outdoor weather conditions, and fumes and hazardous chemicals.*



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### **Company Purpose (Why We Exist):**

To create a more sustainable world where we offer value for all stakeholders and contribute to a more equitable society.

### **Company Values (How We Work Together Every Day):**

**SAFETY** – We are all responsible to keep each other safe and improve standards through ongoing training and learning.

**QUALITY** – We are dedicated to high-quality, reliable solutions that meet customer needs and exceed expectations.

**RESPECT** – We consistently work together with mutual care, open communication and honesty.

**SERVICE** – We are committed to integrity, excellence, and urgency in serving our customers and the communities where we operate.

**INNOVATION** – We aim to shape the future through ethical sourcing, and continuous improvements in research and manufacturing.

**TEAMWORK** – We empower team accountability by prioritizing the achievement of shared goals to drive strategic success.

**SUCCESS** – We acknowledge that success starts with each of us, enabling continued progress towards our shared purpose.

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Employee/Applicant

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Supervisor / Manager

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Date