



**RITA Corporation  
Job Description**

**Position:** Chemist  
**Supervisor:** Director of Technical Service  
**Category:** Full time - salary

This is an entry level position in our Formulations lab. The candidate will work alongside our Formulation and Sr. Formulation Chemists to acquire knowledge and proficiency in the development of personal care and OTC products.

**Responsibilities:**

- Technical Support for Sales force and Customers
  - provide accurate and well researched information to our sales personnel to help them in their effort to promote RITA products
  - provide accurate and well researched information to our customers to promote RITA products
  - follow up on all requests for information
  - use resources efficiently
- Raw Material Evaluations
- Conduct Multiple projects
  - keep records of all projects resulting in formulations in the Laboratory Notebook
  - research usefulness and applicability of all components
  - procure all additional products and information
- Learn how to use the LINDEX system, its strengths and weaknesses
- Learn the product line and uses of all products sold by RITA
- Keep a neat and well organized Laboratory Notebook, logging all formulation work, stability, physical property and observations daily
- Conduct stability studies on all formulations
- Up to 30% of time maybe spent in QC Lab as needed, testing raw materials, issuing certificates of analysis etc.

**Requirements:**

- BS in Chemistry, Biology or related lab science minimum
- Self-Motivated, Professional, Well organized, Neat
- Good written and Oral Communication skills
- Computer skills
- Knowledge of MS Word, Excel, Outlook Minimum

Revised 8/13

*Commitment • Progress • Vision*