

## Topical Formulation Associate



Department: Research & Development  
Reports to: Research & Development Director

FLSA Status: Exempt  
Location: 110 Terry Drive

**BASIC FUNCTION:** Person exhibits aptitude in assisting in the development of topical product pharmaceutical formulations, as well as meeting timelines for the department.

### **JOB RESPONSIBILITIES:**

- Assist in the development of broad range of topical product pharmaceutical formulations including gels, creams, solutions and ointments.
- Develop pharmaceutical formulations utilizing Quality by Design (QbD) and risk assessment concepts.
- Contribute and support the analytical efforts and interpretation of data generated from experimental batches.
- Write technical documents to support regulatory submissions and technical transfers.
- Interact cross departmentally and provide technical guidance to achieve company objectives.
- Participates in required annual safety and hazardous waste training. Perform various other duties as assigned.
- Ability to handle multiple projects.

### **ESSENTIAL JOB REQUIREMENTS AND QUALIFICATIONS:**

- Understanding of formulation development skills covering topical formulations including some exposure to other dosage forms.
- Demonstrated problem solving ability when working on complex problems within topical formulation development and process tech transfers in which analysis of situations or data requires an in-depth evaluation of various factors.
- The ability to develop, document, and execute experiments of moderate complexity, ensure formulations are robust and reliable.
- The ability to maintain high quality research documentation, analyze and interpret data, and prepare reports, SOPs or other technical reports as necessary.
- Must be able to work independently on multiple concurrent projects, and communicate effectively with interdisciplinary project teams.
- Excellent oral and written communication skills demonstrated through interactions internally and externally with vendors or contract laboratories.

### **EDUCATION & EXPERIENCE:**

- BS or Masters in Chemistry, Biochemistry or Pharmaceutical Sciences required.
- Formulation development experience combined with BS: 2-5 years or Masters: 1-3 years

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**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is required to walk, sit, and use hands to finger, handle or feel tools or controls, reach with hands and arms, balance, stoop, crouch, bend, talk and hear. The employee must lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.

The job demands here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description is not intended and should not be an exhaustive list of all principal job elements essential for recruitment and selection, for making fair job evaluations and for establishing performance standards. The percentage of time spent performing the various job duties is not absolute. The incumbent, who has the right to amend, modify, or terminate this job in part or in whole. This document is not a contract for employment.