# Isolatek International

## Job Description Form

<table>
<thead>
<tr>
<th><strong>JOB CODE:</strong></th>
<th><strong>JOB TITLE:</strong> Senior Research Scientist (Level 3)</th>
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<tr>
<td><strong>DIVISION:</strong> Corporate</td>
<td><strong>NO. OF POSITIONS:</strong> 2</td>
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<td><strong>DEPARTMENT:</strong> Research, Development &amp; Quality Assurance</td>
<td><strong>REPORTS TO:</strong> (Job title only)</td>
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<td>Vice President, Technology</td>
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<td><strong>DATE:</strong> March 12, 2015</td>
<td><strong>APPROVAL SIGNATURE:</strong></td>
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**GENERAL PURPOSE:** Designs, plans, implements, manages research activity for the design of new technology and the support and improvement of existing technology to meet corporate plans and objectives. This position is responsible for the work in a department section.

**RESPONSIBILITIES:**
- Develop new technology.
- Improve existing technology.
- Raw material approvals.
- Process validation studies.
- Assist Manufacturing for new product introductions.
- Assist Quality Assurance for test method, performance criteria and procedures development.
- Investigate and evaluate product performance during installation and in end-use conditions.
- Provide raw material, finished product, purchased product, testing and application specifications and procedures.
- Manage the technical review of product literature.
- Maintain compliance with ISO 9001 / 2008 requirements for “Design and Development”.
- Provide Safety Data Sheets for products/technology in Section.
- Maintain organized, accurate and retrievable files of all Section work.
- Report and communicate the results of Section work to stakeholders within the company.
- Maintain a clean, safe and healthy environment.
- Perform other duties as assigned.
- Occasional domestic and/or international travel is required, approximately 10-20%. 
**CONTACTS:** (Identify those frequent (weekly) interactions necessary in order to carry out the requirements of the job. Describe the nature of the interaction, i.e. persuading, selling, negotiating, advising, providing or collecting information, etc.)

**INSIDE COMPANY:** All levels of management and staff.

**OUTSIDE COMPANY:** Limited outside contact with customers, raw materials vendors, equipment suppliers and technical colleagues.

**JOB TITLES DIRECTLY SUPERVISED:** Scientists and/or technicians.

**SCOPE OF POSITION:** (Provide quantifiable or objective information about the job. Some examples are: sales volume, expenses (or purchases), payroll, operating or other types of budget, number of accounts, brands/product lines, number of employees supervised, etc.).

Responsible for Section project & budget planning, managing Section activity and personnel to meet technical & budget objectives, compliance w/ ISO 9001 requirements and maintaining a safe working environment.

**MINIMUM JOB REQUIREMENTS:** (State what is minimally needed in order to “competently” perform the essential functions of this job.)

**EXPERIENCE:** (Number of years of work experience in a specific activity, function, field or industry which is clearly defined, e.g., two years experience in Corporate Accounting in a managerial capacity is required)

- Doctorate with 4 years experience, Master’s degree with 7 years experience.

**KNOWLEDGE:** (Formal education or training required. Formal education includes college degrees, business or vocational school, certification, license, etc.)

- This position requires a Doctorate or Master’s degree in science or engineering.

**SKILLS:** (e.g., computer, laboratory, language, typing, supervising, use of equipment, etc.)

- Must have the ability to read, analyze and interpret professional journals, technical papers and procedures, business periodicals and government regulations.
- Must be able to write reports and business correspondence and procedure manuals.
- Must be able to effectively present technical information and respond to questions from groups of managers, associates and customers.
- Must have the ability to apply advanced mathematical concepts such as probability and statistical inference, plane and solid geometry, trigonometry, algebra and calculus to various research problems.