



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER
EDUCATION**

The Office of the Secretary of
Higher Education
(OSHE)

NJ Career Accelerator
Internship Grant
Opportunities by Major

Manufacturing, Production, & Skilled
Trades

Crestron Electronics, Inc.

15 Volvo Drive Rockleigh, NJ 07647

Intern - Summer 2024 - Industrial Engineering, In-person, 1 open position

Overview of Position

The Industrial Engineer Intern will report to the Industrial Engineer Supervisor and assisted by the Industrial Engineering Mentor throughout the internship. The Industrial Engineering Intern will support lean and continuous improvement activities in manufacturing and production support areas and will receive support and development from the wider Industrial Engineering team. The Intern may be responsible for localized improvements and may participate in team projects.

Responsibilities/Duties/Projects

Intern - Summer 2024 - Industrial Engineering duties may include the following:

- Work with the Production team to create and document new processes that lead to the reduction of waste
- Implement 6S Lean Principles on the Production floor
- Take deep dives into specific products to recommend improvements that will lead to increased throughput
- Pull and organize data/metrics to share with Management team

Desired Majors

Manufacturing, Production, and Skilled Trades, Engineering, Computer Science, Information Systems & Technology

How To Apply

Send resume to campusrelations@crestron.com

HiT Nano Inc

1200 Florence Columbus Rd, Bordentown, NJ 08505

Electrochemical material development for advanced rechargeable batteries, In-person, 3 open positions

Overview of Position

HiT Nano's vision is to deliver industry-leading, cost-effective and high-performance energy storage materials, for applications in rechargeable Li and Na-ion batteries. Our next-generation patented manufacturing technologies deliver materials with advanced properties, while

minimizing the adverse environmental impacts characteristic of traditional production methods. We are a growth stage company with laboratories based in NJ.

During this internship, students will work with HiT Nano scientific staff to develop and test new electrode active materials for advanced Li-ion batteries and next generation Na-ion batteries. Students will learn material synthesis and battery electrode production techniques, lab scale battery construction, and battery electrochemical analysis, which are critical skills to decarbonise future society.

Responsibilities/Duties/Projects

Electrochemical material development for advanced rechargeable batteries duties may include the following:

- Conduct laboratory tests to assist scientists to determine battery material quality standards
- Synthesize and test new battery active materials
- Construct lab scale batteries for material characterization
- Track, compile, interpret, and report results
- Diligent note taking and reporting

Desired Majors

Manufacturing, Production, and Skilled Trades, Math & Physical Sciences

How To Apply

Send resume and cover letter to imckendry@hitnanoinc.com

CIRCLE Learning Group Inc

1412 Stelton Road Unit 5

STEAM Instructor/Coach, Hybrid, 2 open positions

Overview of Position

CIRCLE is an acronym for Collective Initiates Restore Community Life and Education. The vision and mission of CIRCLE Learning Group is to provide quality and equitable educational programs to low-income communities and families who are furthest from educational justice in New Jersey. The goal of the organization would be to remedy these disadvantages and address a crucial need of communities by establishing lifelong relationships with families to help close achievement gaps and increase educational success rates. CIRCLE Learning Group facilitates educational programs and events focused on the areas of literacy, STEAM (science, technology, engineering, arts, and math), mental and physical health, and job and life skills.

Be a part of our dynamic educational nonprofit as a STEAM Instructor/Coach Intern. This role provides a gratifying prospect to motivate and direct students in the domains of STEAM

(Science, Technology, Engineering, the Arts, and Mathematics). You will assist in the development and facilitation of stimulating activities that cultivate a passion for knowledge acquisition and investigation among young participants in your capacity as an instructional intern.

Responsibilities/Duties/Projects

STEAM Instructor/Coach duties may include the following:

- Evaluating and implementing the curriculum in an approach that relates to students' interests and abilities
- Adhering to lesson plans to cultivate an enjoyable yet challenging educational setting
- Monitor student conduct and using innovative strategies to sustain the enthusiasm and involvement of all participants
- Establishing a supportive learning environment for our learners
- Innovatively instructing cutting-edge STEAM principles
- Innovatively and creatively instruct STEAM concepts
- Motivate and inspire students by harnessing your enthusiasm STEAM and teaching
- Be flexible, punctual, and professional
- Use passion for instructing to inspire and serve as role model participants
- To be punctual, professional, and flexible
- Provide direct supervision and behavior management of learners
- Facilitate exciting, safe, and engaging STEAM and technology-related activities
- Ensure a positive, enjoyable, and secure environment

Qualifications

- Current enrollment in a college or university program, preferably in a STEAM-related field or Education
- An enthusiasm for the STEAM fields and a mission to motivate young students to pursue similar interests
- Proficient in interpersonal and communication dynamics, with the capacity to captivate and inspire program attendees.
- Prior experience working with children or in a camp environment (a plus, but not required)
- Advanced abilities in robotics, coding, drones, and/or digital arts (a plus, but not required)
- Adaptability, creativity, and patience in addressing the varied learning needs of individuals
- Access to a reliable internet connection and computer / mobile phone device (i.e.: iPhone, Android, etc.) *Required*
- Strong organization skills and attention to detail
- Flexibility to meet changing work needs and demands
- Ability to work collaboratively on a high-functioning team

- Openness to feedback and desire to grow professionally

Desired Majors

Arts & Design, Communications, Computer Science, Information Systems & Technology, Education, Engineering, General Studies, Health Professions, Life Science, Manufacturing, Production, and Skilled Trades, Math & Physical Sciences, Natural Resources, Sustainability & Environmental Science, Technologies & Technicians, Open to all Majors, Agriculture, Food & Horticulture, Business, Entrepreneurship & Human Resources, Civics & Government, Humanities & Languages, Social Sciences

How To Apply

Send resume, cover letter, and transcripts to interns@circlesteamlab.org or apply through www.circlesteamlab.org

Community Foodbank of New Jersey

6735 Black Horse Pike, Egg Harbor Township, NJ 08234

Distribution Specialist (Intern), In-person, 1 open position

Overview of Position

As a Distribution Specialist (Intern), you will be responsible for the coordination of the distribution of large donations of perishable and short-coded items to our network partners in a timely, fair and equitable manner. This position reports to our Warehouse Manager and is based in Egg Harbor, NJ.

Responsibilities/Duties/Projects

Distribution Specialist (Intern) duties may include the following:

- Duties include but not limited to reviewing purchase orders, creating item cards and pallet labels while working with network relations and food sourcing prioritizing freight.
- Direct volunteers sorting product, restocking the pantry, checking-in clients in Oasis and preparing produce list in coordination with Network Relations
- Process distribution of special or hard-to-move products due to large quantities and/or perishable nature, e. g., produce, dairy, juices and close-coded product.
- Communicate frequently with departments within CFBNJ (Network Relations, Food Sourcing, Operations and Transportation) regarding incoming product.
- Coordinate with mobile pantries, community distribution and sites to move perishable products as needed.
- Track distribution of special products as allocated to our network partners until received and then ensure data entry is completed in a timely manner.

- Create, distribute and post daily pick tickets ensuring orders are picked timely and accurately
- Collaborate with Inventory Manager and Receiving department on selection of product for community distributions.
- Ensure mobile pantry is equipped with proper products.
- Liaison between food sourcing and partners gleaned products from supermarkets and farms. Ensure best buy and sell by date are within acceptance. Partner with other departments for quick and timely responses.
- Ensure warehouse SOPs are followed and associates are operating in a safe, positive manner

Desired Majors

Agriculture, Food & Horticulture, Business, Entrepreneurship & Human Resources, Civics & Government, General Studies, Life Science, Manufacturing, Production, and Skilled Trades, Natural Resources, Sustainability & Environmental Science, Social Sciences, Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to hrdept@cfbnj.org

DSimone Artistry Salon & Spa

129 Broadway Elmwood Park NJ 07407

Business Management Intern, In-person, 2 open positions

Overview of Position

DSimone Artistry Salon & Spa is a Textured Focused Salon located in Elmwood Park, NJ. We specialize in providing exceptional hair and skin services to our clients, creating a relaxing and luxurious experience. As part of our commitment to nurturing talent and fostering growth, we are offering an internship opportunity for individuals interested in gaining hands-on experience in the business side of the salon industry.

As a Salon Business Intern, you will work closely with our salon management team to gain insights into the day-to-day operations of a thriving beauty business. This internship is designed to provide exposure to various aspects of salon management, customer service, marketing, and administrative tasks.

Responsibilities/Duties/Projects

Business Management Intern duties may include the following:

Assist with Administrative Tasks:

- Provide support in managing appointment schedules, client records, and other administrative duties.
- Help maintain a clean and organized salon environment.

Customer Service:

- Interact with clients to ensure a positive and welcoming experience.
- Assist in addressing client inquiries, feedback, and concerns.

Marketing and Promotions:

- Contribute to social media initiatives, including content creation and scheduling posts.
- Assist in the development and implementation of promotional events and marketing campaigns.

Inventory Management:

- Work with the team to monitor and manage salon inventory, including beauty products and supplies.

Observation and Learning:

- Shadow and learn from experienced salon professionals, gaining insights into industry best practices.
- Attend team meetings and training sessions to enhance knowledge of salon operations.

Business Development:

- Contribute ideas for business growth and improvement.
- Assist in researching market trends and competitor analysis.

Desired Majors

Business, Entrepreneurship & Human Resources, Communications, Computer Science, Information Systems & Technology, Humanities & Languages, Manufacturing, Production, and Skilled Trades, Technologies & Technicians

How To Apply

Send resume, cover letter, and transcripts to hello@dsimoneartistry.com

Element Farms Inc

Indoor Farm Technician / Engineer, In-person, 2 open positions

Overview of Position

Internship Objective: Our goal is to develop a tailored internship plan that meets the needs of both the Intern and the Company (Element Farms). The Intern stands to gain exposure to relevant

Controlled Environment Agriculture topics, develop specific desired skills* and progress on an independent project they can showcase as a testament to the knowledge and expertise they developed during the course of the internship. For the duration of the internship, Element Farms hopes to have a reliable team member who can assist with operations and contribute to production improvement while juggling other responsibilities and learning on-the-go.

Responsibilities/Duties/Projects

Indoor Farm Technician / Engineer duties may include the following:

- Nutrient readings
- Check in with Supervisor
- Nutrient adjustments
- Greenhouse Operations
- Resource Investigation & Data Gathering
- Work in greenhouse to implement/gather data on trials
- Independent Project Time
- End of day items
- End of day Check-In

Desired Majors

Agriculture, Food & Horticulture, Engineering, Manufacturing, Production, and Skilled Trades

How To Apply

Send resume and cover letter to dannv@purespinach.com

Fundraising Well

152 Pine St, Jersey City, NJ 07304

Business Development Associate, Remote, 1 open position

Overview of Position

The Business Development Associate will play a significant role in supporting the prospect identification and resource development responsibilities of Fundraising Well and its clients.

Responsibilities/Duties/Projects

Business Development Associate duties may include the following:

- Conduct thorough market research to identify potential business opportunities and trends.
- Analyze competitor strategies and market dynamics to assess the competitive landscape.
- Develop and implement strategies for generating new business leads.
- Utilize various channels to identify and connect with potential clients.

- Build and nurture relationships with prospects to generate client business, understand their needs and provide relevant solutions.
- Collaborate with the marketing team to create compelling business proposals.
- Customize proposals based on client requirements and market conditions.
- Provide support in negotiations, contract discussions, and closing deals.
- Effectively communicate the value proposition of products to potential clients.
- Provide feedback from the field to contribute to product/service improvements.
- Update and maintain customer relationship management (CRM) systems with accurate and relevant information.
- And more! (and there is flexibility to incorporate your areas of interest)

Desired Majors

Business, Entrepreneurship & Human Resources, Civics & Government, Communications, General Studies, Manufacturing, Production, and Skilled Trades, Social Sciences

How To Apply

Send resume and cover letter to intern@fundraisingwell.com

Integrated Chemistry Services, LLC

1 Whittendale Drive, Suite E , Moorestown, NJ 08057

Scientific R&D Intern, In-person, 1 open position

Overview of Position

Integrated Chemistry Services (ICS) is opening a 2024 Summer Scientific R&D Intern position. ICS is a CDMO (Contract Development and Manufacturing Organization) that specializes in dry chemistry assay development. We work with clients worldwide, across multiple industries, to develop testing devices that support their project goals and deliverables. With a unique ability to scale to manufacturing, our team can support clients from concept to commercialization. ICS is dedicated to creating solutions and making a meaningful impact in the world.

We are seeking a driven, excited, and reliable intern to become fully integrated with the ICS team in the Summer of 2024. The intern can expect day-to-day experiences that include scientific research, experimental design, experimental execution, data collection and analysis, contribution to client presentations and updates, and more. The intern will be expected to work alongside ICS staff in support of projects, and they may expect to interact with the following teams: Scientists, Project Manager, Quality Manager, and Partners.

The applicant must have the willingness to work in a team setting with a desire to learn and contribute. This applicant must have prior laboratory experience and an ability to work with the Microsoft suite of programs (Excel, PowerPoint, Outlook). The applicant must be currently enrolled in undergraduate or graduate studies, with an engineering or scientific major preferred.

Responsibilities/Duties/Projects

Scientific R&D Intern duties may include the following:

- General laboratory functions such as buffer preparation, reagent formulation, operation/maintenance of laboratory equipment, and record keeping.
- Involvement in process development for transfer to manufacturing.
- Draft Standard Operating Procedures (SOPs) and testing protocols.
- Contribute to the experimental design process in support of clients' project goals.
- Perform experiments in a lab-based setting to collect data.
- Data analysis and upload.
- Development and contribution to presentations for regular client updates.
- Research for methodology and technique for client assay approaches.
- Honor client confidentiality.

Desired Majors

Engineering, Life Science, Manufacturing, Production, and Skilled Trades, Math & Physical Sciences, Natural Resources, Sustainability & Environmental Science, Technologies & Technicians

How To Apply

Send resume to rjeronimus@integrated-chemistry.com

KIPP Cooper Norcross, A NJ Nonprofit Corporation

60 Park Place, Suite 802 Newark, NJ 07102

KIPP NJ- School Operations Internship, In-person, 2 open positions

Overview of Position

Internship Overview: School Operations Team

Duration: 10 weeks

Number of Interns: 2

The School Operations Team Internship at KIPP NJ offers college students interested in school operations and administration an opportunity to gain practical experience and contribute to the smooth functioning of our schools. As an intern, you will be assigned various responsibilities, duties, and projects within the School Operations Team. The internship will provide valuable insight into school operations, enrollment, family communications, data management, and administrative support.

This internship will provide hands-on experience in school operations, family communications, data management, and administrative support. Throughout the internship, you will receive guidance and mentorship from experienced professionals in the field of school operations.

At the conclusion of the internship, you will have gained practical experience in school operations, administrative support, data management, and customer service.

If you are passionate about supporting the operational needs of schools, ensuring a positive learning environment for students, and making a positive impact in the education sector, we encourage

Responsibilities/Duties/Projects

KIPP NJ- School Operations Internship duties may include the following:

- Registration: Support the school operations team by reaching out to families to collect registration documents, ensuring all required paperwork is completed and submitted.
- Documentation: Assist in the scanning and digital archiving of student documents, ensuring proper organization and confidentiality. Safely destroy paper versions of documents following established protocols.
- Supporting School Organization and Beautification: Contribute to the organization and beautification of our schools. This may involve tasks such as arranging furniture, creating signage, and maintaining a clean and welcoming environment for students, staff, and families.
- Classroom Moves: Assist in packing and unpacking classrooms during moves, ensuring that supplies, furniture, and equipment are properly organized and ready for use.
- Setup of Supplies: Support the setup and distribution of supplies, including textbooks, instructional materials, and other resources needed for classroom instruction.
- Administrative Duties: Assist with administrative duties such as collecting residency and immunization documents from families, ensuring compliance with state and district requirements.
- Managing Data Tools/Spreadsheets: Utilize data tools and spreadsheets to track registration submissions, ensuring accurate and up-to-date information is maintained. Assist in generating reports and analyzing data as needed.
- Supporting Front Office Staff: Provide support to front office staff with family communications, including answering phone calls, responding to inquiries, and providing general assistance to ensure smooth operations.

Qualifications

- Currently pursuing a degree in education, business administration, business management or a related field.
- Strong communication and interpersonal skills.
- Excellent organizational and time management skills.
- Proficiency in using Microsoft Office suite.
- Attention to detail and commitment to accuracy.

- Ability to handle sensitive and confidential information with discretion.
- Flexibility and adaptability in a fast-paced environment.
- Passion for education and supporting the operational needs of schools.

Desired Majors

Business, Entrepreneurship & Human Resources, Open to all Majors, Social Sciences, Math & Physical Sciences, Technologies & Technicians, Manufacturing, Production, and Skilled Trades, General Studies, Education, Computer Science, Information Systems & Technology, Communications

How To Apply

Send resume and transcripts to bscudieri@kippteamandfamily.org

KIPP Team and Family Schools, Inc.

60 Park Place, Suite 802 Newark, NJ 07102

KIPP NJ- Technology Team Internship, In-person, 2 open positions

Overview of Position

Internship Overview: Technology Team

Duration: 10 weeks

Number of Interns: 2

The Technology Team Internship at KIPP NJ offers college students interested in technology and IT support an opportunity to gain practical experience and contribute to the implementation and maintenance of technology infrastructure within our organization. As an intern, you will be assigned various responsibilities, duties, and projects within the Technology Team. The internship will provide valuable insight into technology deployment, asset management, troubleshooting, and network maintenance.

This internship will provide hands-on experience in technology deployment, asset management, troubleshooting, and network maintenance. Throughout the internship, you will receive guidance and mentorship from experienced IT professionals who will help you develop your technical skills and expand your knowledge of technology infrastructure.

At the conclusion of the internship, you will have gained practical experience in technology deployment, asset management, troubleshooting, and network maintenance.

If you are passionate about technology, IT support, and making a positive impact in the education sector, we encourage you to apply for this internship opportunity with the Technology Team at KIPP NJ.

Responsibilities/Duties/Projects

KIPP NJ- Technology Team Internship duties may include the following:

- Refreshing Technology Items: Assist in refreshing technology items at schools in preparation for the return of staff and students in August. This involves setting up new devices, migrating data, and decommissioning outdated equipment.
- Installing/Configuring Windows 10: Participate in the installation and configuration of Windows 10 operating systems on various devices, ensuring compatibility and optimal performance.
- Deploying Staff & Student Laptops: Support the deployment of laptops to staff and students, ensuring proper setup and configuration according to organizational policies and guidelines.
- Setting up & Configuring Printers: Assist in setting up and configuring printers across school campuses, ensuring connectivity and functionality.
- Packing Computer Equipment for Relocation: Help pack computer equipment for relocation, ensuring proper handling and transportation to new locations as needed.
- Managing and Auditing Technology Assets: Contribute to the management and auditing of technology assets, including maintaining accurate records of equipment, performing inventory checks, and assisting in asset disposal processes.
- Troubleshooting Hardware and Software Issues: Provide basic troubleshooting support for hardware and software issues, assisting end-users in resolving technical problems and escalating complex issues to senior team members when necessary.
- Data Network Maintenance Tasks: Assist in data network maintenance tasks, such as cable management, equipment installation, and network testing.

Desired Majors

Computer Science, Information Systems & Technology, Manufacturing, Production, and Skilled Trades, Math & Physical Sciences, Technologies & Technicians

How To Apply

Send resume, cover letter, and transcripts to bscudieri@kippteamandfamily.org

La Casa de Don Pedro

221 Broad Street, Newark, NJ 07104

ECED Summer internship 2024, Hybrid, 30 open positions

Overview of Position

The student interns will learn all aspects of the non profit organization, and all divisions, via a rotating schedule through each. Students will participate in all programmatic and community

events affiliated with the organization work will be in a hybrid format, with both in-person and online learning experiences.

Responsibilities/Duties/Projects

ECED Summer internship 2024 duties may include the following:

- Attend orientation
- Participate in all program trainings
- Understand licensing requirements
- Learn curriculum development
- Maintain health and safety standards while housed at various centers
- Complete weekly and/or monthly reports
- Work collaboratively with fellow interns on long term summer projects
- Support daily nutrition program
- Sort and organize materials
- Complete daily tasks, as led by site coordinator or manager
- Complete end of summer project

Desired Majors

Agriculture, Food & Horticulture, Arts & Design, Business, Entrepreneurship & Human Resources, Civics & Government, Communications, Computer Science, Information Systems & Technology, Education, Engineering, General Studies, Health Professions, Humanities & Languages, Life Science, Manufacturing, Production, and Skilled Trades, Math & Physical Sciences, Natural Resources, Sustainability & Environmental Science, Social Sciences, Technologies & Technicians, Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to mmorales@lacasanwk.org

The Charismatic Chemist

R&D Lab Administrator, In-person, 1 open position

Overview of Position

Operations for our R&D department. This position prepares correspondence, memoranda, and reports for business meetings and internal or external communications (emails, presentations, reports). This position works cross-functionally with other departments to ensure efficiency in productivity and planning.

Responsibilities/Duties/Projects

R&D Lab Administrator duties may include the following:

- Help to coordinate R&D projects, including planning, to implement, monitoring, and evaluating the overall project
- Responsible for support and related activities for the development of new products and R&D staff members on a daily basis.
- Coordinate between various internal departments to expedite and successfully execute and lead multiple projects to completion.
- Prepare shipment of samples and handle shipping activity of samples/marketing material for Meetings/ customers/ Internal departments & Maintain a Log of all samples and marketing material submitted to customers.
- Maintain inventory/log system of retained samples & labels of products provided to customers (shipments/meetings)
- Documentation support including but not limited to packaging review & approval and support documentation needed for import/export.
- Effectively communicate and update team members and leadership with updates, timelines, risks and issues, and plan of action
- Coordinate the pick-up and delivery of express mail services (FedEx, UPS, etc.), prepare and monitor invoices, and Maintain logs for various UPS / FEDEX accounts outside service agency and contract labs
- Schedule meetings and appointments for the r entire R&D department, including all levels of upper management
- Create, compose and edit written materials as needed, and forward them to appropriate departments.
- Maintain inventory/log system of retained samples & labels of products provided to customers (shipments/meetings)
- Work in accordance with the lab, R&D formulation team, and other departments as needed.
- Performs other related duties as assigned & administrative tasks as needed.
- Familiarize and become proficient in using Batch Metrics system
- Check inventory of raw materials needed for newly approved shade scheduled for production
- Recheck newly approved formulas of colleagues and verify formula accuracy
- Assist with stability testing when necessary
- Catalog and file Leneta cards of newly approved color cosmetic shades
- Generate/retrieve production, retain and maintain all documentation accordingly.
- Generate batch tickets for production scale up
- File Batch records after speed check approval
- Assure all final products produced are within specifications.
- Assist with requesting/purchasing of raw materials when needed

Other Responsibilities Including Safety:

- Works in a safe and responsible manner in order to create an injury-free and incident-free workplace.

- Complies with all job-related safety and other training requirements.
- Keeps management informed of area activities and of any significant problems.

Desired Majors

Business, Entrepreneurship & Human Resources, Communications, Life Science, Manufacturing, Production, and Skilled Trades

How To Apply

Send resume and cover letter to Hello@TheCharismaticChemist.com

The Charismatic Chemist

Formulation Laboratory Technician, In-person, 1 open position

Overview of Position

Formulation Laboratory Technician will be responsible for working alongside Senior Chemists while developing and testing cosmetic and personal care products.

Responsibilities/Duties/Projects

Formulation Laboratory Technician duties may include the following:

- Develop batches of all types of hair, skin & sun care products including but not limited to gels, creams, lotions, serums, color cosmetics, sticks, sprays and balms
- Perform and track prototype stability and compatibility testing
- Maintain, organize and request/order lab supplies/raw materials as necessary
- Deliver technical projects, ensuring that activities are executed to GMP and GLP standards required for the relevant product classification.
- Ensure all required formulation, feasibility work, analysis, validation, stability testing, industrial trials and dossier preparation are performed on time and to the required quality and regulatory standards and in line with the company processes
- Execute lab and pilot scale experiments to generate critical data supporting innovation projects.
- Activities include material planning, lab and pilot equipment cleaning/sanitizing, some pilot equipment operation, sample testing, and stability protocol execution.
- Conduct various development tests and experiments.

Desired Majors

Life Science, Manufacturing, Production, and Skilled Trades

How To Apply

Send resume and cover letter to Hello@TheCharismaticChemist.com

The Charismatic Chemist

Jr. Cosmetic Chemist, In-person, 1 open position

Overview of Position

This role collaborates as part of an R&D team to design, execute, and deliver research and development projects from concept to preclinical or soft launch.

Responsibilities/Duties/Projects

Jr. Cosmetic Chemist duties may include the following:

- To gather basic knowledge, develop and optimize analytical methods in alignment with business directives.
- Independently execute research plans, generate accurate documentation, process and report data.
- Finalize research projects and studies through writing technical reports, peer-reviewed publications and presentations at scientific conferences with guidance from Senior Chemists.
- Collaborate and support R&D teams with continuous improvement efforts, knowledge seeking projects, etc.
- Technical support as subject matter expert (tech transfers, customer and quality support, etc.)

Other minor duties as assigned:

- Support stability testing programs
- Lab support activities - batch making, dishes, etc.
- Administrative support – ordering supplies, shipping samples, etc.
- Liaise with internal development partners and external suppliers/vendors to qualify raw materials and ingredients for cosmetic formulations as part of acquisitions and new product development
- Develop and maintain relationships with suppliers and manufacturers to provide regulatory compliance against company standards
- Facilitate meetings with global key stakeholders within the cross-functional Production, Regulatory, and R&D teams in the NY & NJ to communicate progress and identify new goals
- Execute quality control testing for incoming raw materials according to GMP/GLP
- Communicate data, corrective actions, and status of the manufacturing process with collaborators within Supply Chain/Production and Manufacturing Operations
- Lead sitewide Safety Quality checks and EHS safety initiatives according to ISO 9001:2015 to drive employee engagement
- Contribute to ISO, FDA, and cGMP regulatory audit preparedness via documentation.

Desired Majors

Life Science, Manufacturing, Production, and Skilled Trades

How To Apply

Send resume and cover letter to [**Hello@TheCharismaticChemist.com**](mailto:Hello@TheCharismaticChemist.com)