

Job Description

Company Name: Catalo Natural Health Science Ltd.

Brand Name: Catalo

Job Title: R&D Assistant

Department: Product Development

Work Mode: Full-time Part-time

Job Mode: Summer Internship Permanent (for Year 4)

A Brief Company Introduction

Catalo Natural Health Science Ltd. is a company that specializes in natural health supplements. Originating from the United States, Catalo offers over 200 high-quality natural health products designed to promote true health and beauty¹. Their products are crafted with natural, high-efficacy, and safe ingredients to ensure the best health benefits.

Responsibilities

- Assist in conducting in-depth applied studies on key formulas, ingredients, and processes for product optimization.
- Support the monitoring and supervision of all stages of product development, including lab work, trial runs, and production line activities.
- Help in developing and introducing new ingredients and formulas under the guidance of the R&D Formulator.
- Collaborate in creating new product formulations from concept to commercialization.
- Assist in improving existing formulas to enhance productivity and quality.
- Ensure that all raw materials used in formulations are FDA approved.
- Support the manufacturing process to ensure all steps align with compliance, regulations, and timelines.
- Assist in evaluating data from testing and communicating findings to cross-functional teams.
- Identify and communicate potential issues or risks from formulation to production.
- Work closely with management in setting product direction, establishing priorities, and meeting goals.
- Participate in meetings with suppliers to identify and assess needed ingredients.

Requirements

- Bachelor's degree in Food Science, Chemistry, Chemical Engineering or Materials Science or a related field.
- At least 3 years relevant experience in research and development, preferably in the dietary supplement (e.g. Tablet and Capsule form) or pharmaceutical products.
- Relevant working experience in FMCG industry will be an advantage
- Knowledge of production machine is preferred
- Strong analytical and problem solving skills and result-oriented
- Good team player and strong interpersonal skills, creative, dynamic and innovative
- Independent, detail-oriented and able to work under pressure and meet tight deadlines
- Excellent communication and presentation skills
- Proficiency in spoken and written English, Mandarin and Cantonese
- Computer literate in MS Word, Excel and PowerPoint

For those interested students, please send your CV and covering letter directly to recruit@catalo.com.hk with the subject of captioned post. Thanks and regards.