



POSITION DESCRIPTION

Position Title: Product Development Administrator

Location: Watertown, CT

Reports To: Chief Operating Officer

FLSA: ☐ Exempt ☒ Non-Exempt

Date: 2025

I. POSITION SUMMARY

The Product Development Administrator will be responsible for planning and coordinating product development activities and managing initiatives across the organization through completion. This person will oversee product development prioritization and coordinate the execution of research, formulation, testing, and scale-up of new and replacement products to the market. This role is pivotal in driving our tradition of innovation and improving our existing product portfolio to meet evolving customer and market demands.

II. ESSENTIAL POSITION RESULTS

- Product Development / Project Management Oversight
 - Oversees overall product development portfolio and is the central point of contact.
 - Collaborate with leaders, R&D and sales teams to identify key opportunities to prioritize and develop. Own managing and updating prioritization models to help management make decisions, discuss trade-offs, and deploy resources, including a pipeline of opportunities to move into action mode.
 - Manage the product development timeline, coordinating and supporting roles and responsibilities to be executed fully across all functional teams on a timely and complete basis.
 - Drive the commercialization of new products from R&D to manufacturing and is the commercialization process owner to ensure effective communication and delivery is maintained to achieve targets. Build out checklists and establish standard protocols to support a faster way of working and getting to market sooner.
 - Work closely with COO on monitoring and supporting project owners of large-scale and strategic projects while holding others accountable to deliver. Review and discuss with leaders on a regular basis at R&D and other management meetings.
 - Manages projects from the concept phase through the development lifecycle to ensure timely completion and a successful production launch. Provides analytical and tactical support in development of product plans.
 - Define / document project scope, objectives, and deliverables with stakeholders and owners, including project charter and project checklists
 - Clearly understand and align projects to define what is being solved for (customer specific, strategic market opportunity, feasibility study, replacement alternative)
 - Effectively track and communicate project status and results. Provides accurate time estimates on projects and identifies risks with each alternative.



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- R&D, Sales and Marketing Support
 - Identify, create, and capture ideas with teams for new products that meet specific customer or market requirements to support business growth and retention.
 - Maintain accurate documentation for Projects, including formulation records, test reports, and technical data sheets along with all other product/project development efforts in a shared place with a shift to digitizing how we work.
 - Coordinate scale-up and pilot plant trials, ensuring successful transition from lab to production with role clarity and alignment understood for flawless execution and teamwork (including briefing meetings to set expectations of trials and debriefing to establish outcomes of trials to decide next steps).
 - Gather and estimate potential opportunity value, payback impacts with sales and finance teams to support prioritization and check against expectations.
 - Contributes technical expertise to the product design and development. Assists in requirements analysis and the definition of functional specifications for the development group.
 - Own intellectual property (IP) checks and “IP” filings along with ensuring new solutions fit within strategic and regulatory parameters.
 - Support marketing and branding efforts, including name creation of products along with digital marketing or other specific marketing requests to help us gain exposure for expansive growth.
 - Coordinates marketing and business elements to ensure that products enter the market successfully and optimizes potential post-launch.
 - Improve existing or create new products, processes, services, ideologies, territorial expansion, and/or development of new ventures that meet customers' needs and that align with, or improve upon, the manufacturer's product line and specialties.
 - Support launch to optimize quality and impact from initial market / customer launch up to 6-months post-launch to ensure any feedback and changes are incorporated while opportunities to reach potential customers are met.
 - Develops best practices to optimize product development procedures.



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- Market Research
 - Conduct product research on Koster Keunen products and explore new chemistries, formulations, and applications in business growth areas agreed-upon with management as time allows.
 - Researches, develops, and implements new products to effectively compete in the market, including market pricing and margin viability.
 - Conducts research preparing for new product development and how products are positioned and used most effectively in the market.
 - Evaluates internal and external market trends, and makes recommendations for existing product enhancements and new product development.
 - Keeps current on competitors' products and services along with existing producers, distributors and resellers.
 - Stay updated with market trends, raw material innovations, and emerging technologies while leveraging AI and other tools to position Koster Keunen as the leader in new product development.
 - Determine / maintain market volumes to support areas of focuss
 - Support strategic growth planning and execution across core business segments to gain market share
- General Business Support
 - Partner with the marketing and sales teams on product lifecycle delivery and readiness to deliver solutions as planned throughout the year.
 - Provides training support on product positioning and how best to present our ingredients to the marketplace
 - Grow into the ability to effectively speak with chemists and formulators on how to use our products and to brainstorm future solutions in need).
 - Identify and implement continuous improvement ideas on products and practices.
 - Follows the Koster Keunen Company Values overall and emphasize working safely, wearing safety glasses when it comes to high pressure/vacuum, etc. and asking for help if needed of each other to achieve team and individual success.
 - Proactively collaborate and support across departments within the company to ensure teams working together in making progress towards shared success.
 - Train and guide people to know their roles and what is expected to ensure ownership, accountability, and follow through to agreed-upon priorities

III. SUPERVISORY RESPONSIBILITIES

None – indirect responsibility to support the full organization while holding others accountable



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IV. MINIMUM QUALIFICATIONS

- **Education, Certifications and /or licenses:**

- Bachelor's or Master's degree in Chemistry, Chemical Engineering, Materials Science, or a related field.

- **Experience:**

- 9+ years of experience in product development within the chemical, wax, or materials manufacturing industries.
- Experience with formulation chemistry and testing of waxes, polymers, or similar materials is highly preferred.

- **Skills & Competencies:**

- Product Development oversight and execution experience
- Strong knowledge of chemical properties of waxes and additives.
- Hands-on laboratory skills and experience with analytical instrumentation.
- Excellent problem-solving abilities and project management skills.
- Strong communication skills and documentation skills for technical, writing, reporting and cross-team collaboration.
- Detail-oriented and organized with a proactive approach to innovation.
- Multitask effectively, reprioritize as necessary.
- Strong project management skills and excellent organization skills with the ability to handle multiple projects simultaneously and effectively.
- Must be a result-oriented professional with excellent communication
- Ability to work independently and/or within a team, pays attention to detail and meets deadlines

V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

Must be able to lift and carry items weighing up to 20 pounds. Manual dexterity sufficient to reach/handle items, works with the fingers, and perceives attributes of objects and materials. Involves moderate physical activity performing non-strenuous daily activities of a primarily administrative nature. Should be able to identify and distinguish colors, see clearly at 20 inches or closer and 20 feet or more, observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point, judge distances and spatial relationships, and adjust the eye to bring an object into sharp focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



VI. WORKING CONDITIONS AND ENVIRONMENT

The work environment characteristics described here are representative of those encounters while performing the essential functions of this job.

While performing the duties of this job the employee is regularly exposed to a manufacturing environment. The ability to share workspace and dress in proper attire such as required PPE gear (glasses, gloves, hair/beard nets and uniforms). Employee may be exposed to humidity, intense heat and cold, outdoor weather conditions, and fumes and toxic chemicals.

Company Purpose (Why We Exist):

To create a more sustainable world where we offer value for all stakeholders and contribute to a more equitable society.

Company Values (How We Work Together Every Day):

SAFETY – We are all responsible to keep each other safe and improve standards through ongoing training and learning.

QUALITY – We are dedicated to high-quality, reliable solutions that meet customer needs and exceed expectations.

RESPECT – We consistently work together with mutual care, open communication and honesty.

SERVICE – We are committed to integrity, excellence, and urgency in serving our customers and the communities where we operate.

INNOVATION – We aim to shape the future through ethical sourcing, and continuous improvements in research and manufacturing.

TEAMWORK – We empower team accountability by prioritizing the achievement of shared goals to drive strategic success.

SUCCESS – We acknowledge that success starts with each of us, enabling continued progress towards our shared purpose.

Employee/Applicant

Supervisor / Manager

Date