



## JOB DESCRIPTION

Date: April 3, 2012 Revision: 1  
Position Title: Application Specialist  
Department: Research & Development  
Reports to: Staff Member (Chemist, Scientist, Technical Director)

Location(s) Applicable to:  All  CA  CT  FL  IN  NC  OR  TX  
Classification:  Salaried (Exempt)  Weekly (Non-exempt)  Hourly (Non-exempt)  
Category:  Full Time  Part Time  Temporary

### Overview:

Responsible for preparing formulations and conducting testing under the direction of staff member.

### Essential Job Functions & Responsibilities:

1. Perform physical testing on experimental or standard products as directed by staff member.
2. Record and report test results in an approved manner.
3. Maintain inventory of R&D laboratory supplies.
4. Assist with purchasing of laboratory supplies or services.
5. Knowledgeable with hazards and safety procedures of chemicals used in R&D lab environment.
6. Maintain absolute security over batching and formula sheets at night, weekends or when not in use. Insure that only authorized personnel have access to formulas.
7. Maintain a clean and efficiently operating R&D laboratory.
8. Maintain clean and properly operating testing equipment.
9. Provide innovative suggestions for improved performance tests and methods.
10. Implement special technical projects as assigned by supervisor.

### Nonessential Job Functions:

1. Performs other directly related appropriate duties and assumes accountabilities as apparent or as delegated, including mutually agreed upon objectives.

### Job Specifications/Skills:

1. With High School Diploma or AS degree in a Science 3-5 years' experience in a research lab or 1-3 years' in a construction material laboratory is required; With BS degree in a Science no laboratory experience is required.
2. Work exposure to QC and Laboratory environment.
3. Must be well organized, detail oriented and have strong analytical ability.
4. Team Cooperation - maintain positive, cooperative, professional attitude with all employees of LATICRETE and all customers.
5. Strong verbal and written communication skills.
6. Must be a self starter and ability to multi-task.
7. Computer skills: Intermediate to Advanced knowledge of Microsoft Office (Word, Excel, Power Point, Outlook).
8. Bending and reaching to file. Infrequent ability to lift/move up to minimum of 50 pounds.
9. Team cooperation - maintain positive, cooperative attitude with all employees of LATICRETE and all customers.



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Minimum Educational Requirements:

1. High School diploma or GED Equivalent; Degree in a Science preferred.

Travel:

1. 15%

Reply in confidence to Human Resources, at [humanresources@laticrete.com](mailto:humanresources@laticrete.com)

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