Unilever Inc.

Title: Specification Specialist

Location: 800 Sylvan Ave Englewood Cliffs NJ 07632

Job Type: Full-Time (Temporary)

Compensation Type: Hourly  
Wage: $25.00/hour

Start Date: 5/9/2016  
End: 10/31/2016

Job Description:

This position supports the R&D SMT Group Manager in the development of products with manufacturing specifications and documentation. The individual is responsible for accurate and thorough data transfer and communication. This position has responsibility to interact with SMT team lead, Specialists as well as manufacturing plants, 3PM, R&D, and other members of the Supply Chain. The responsibilities must be performed in a manner that supports the projects and goals of the R&D SMT team. Bachelor’s degree in Food Science and Nutrition, Biology, or Chemistry preferred.

Primary Responsibilities:

- The R&D Specification Temp is generally expected to be responsible for the following work activities:
- Work closely with and support the SMT team lead in the execution of projects and other Information System work plans.
- Perform various data entry tasks, and data pulls from R&D Information Systems.
- Actively participate with other team members working in R&D SMT Systems for complex R&D and Supply Chain initiatives involving specification systems.
- Develop reports and spreadsheets to communicate new formulas and specifications.
- Communicate effectively to members of immediate team, other corporate functional groups and Unilever plants & 3PM sites.

Challenges:

- Meeting critical deadlines by maintaining order and structure in a multi-tasked workflow.
- Maintaining active communications with Team lead and other team members in a manner that supports the projects and workflow.
- Learning new concepts quickly with minimal instruction and with a “take charge” approach.
Qualifications:

- 1-2 years of experience in a corporate office setting.
- Manufacturing experience is a plus.
- Foods experience a plus.
- Advanced knowledge of MS Excel. Knowledge of SAP and/or other manufacturing systems is a plus.
- Bachelor’s degree in Food Science, Biology, Chemistry, Nutrition preferred.
- Must have strong organizational skills and able to work well in a fast paced corporate environment, independently and as part of a team.
- Multi-tasking of responsibilities is key to the success of this position.
- Strong working relationships in a team environment is a must.
- Ability to prioritize workload to meet strict project deadlines.
- Strong written and verbal communication skills.
- Maintain confidential information.

Application Instructions:

Email resume to Joseph.Marley@manpower.com.