



POSITION DESCRIPTION

Product Development Technician

Avon, Ohio

July 19, 2011

ABOUT SHURTECH BRANDS

ShurTech Brands, LLC, markets and manufactures do-it-yourself tapes under the **Duck®**, **Painter's Mate Green®**, **Caremail®**, **FrogTape®** and **Easy Liner®** brands. Key products include DIY Products (Duck brand duct tapes, Painting tapes, Weather-stripping products), Office Products (Packaging Tapes, Mailing Supplies, Moving/Storage Supplies, Invisible Tapes, Home, School and Art Supplies), and Housewares Products (Shelf Liner, Bath Mats).

The company is a subsidiary of Shurtape Technologies, LLC, Hickory, N.C., an industry-leading producer of pressure sensitive masking, duct, packaging and specialty tape products.

The company is headquartered in Avon, Ohio and employs approximately 350 people between the Avon facility and satellite offices located in the United States and Canada.

Interested candidates should apply online at the careers page of www.shurtech.com.

SUMMARY OF POSITION

The Product Development Technician is to carry out specific duties related to Product Line Support functions and testing, Product Development functions and testing, and cross-functional support that ensures the overall quality and function of new, improved, or existing raw, make and finished products. In addition, it will be the technician's responsibility to test and report results for new, existing and competitive products as per the requirements given to them. The Product Development Technician position requires interaction with Sales, Marketing, Strategic Sourcing, Manufacturing, Distribution, Consumer Relations and specified ShurTech Brands, LLC suppliers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Development of standards and test procedures related to product development and application.
- Make determinations and recommendations regarding the function and performance of new, improved, or existing raw, make and finished products.
- Determination of minimum criteria for product quality, performance, and safety
- Communicate with suppliers.
- Purchase lab/testing supplies (per Product Development Engineer approval).
- Assist in the Qualification of new vendors and secondary sources of supply
- Establishment of agreed upon product specifications
- Maintenance of product related specifications, specification and product databases, and test reports.
- Generation of Technical Data Sheets for internal and external use.
- Develop and maintain product specifications, product test procedures, protocols, and processes.
- Completion and accuracy of product development documentation, both internal and external.
- Perform new and competitive product testing and testing and analysis of raw materials and finished product.
- Assist in the interpretation of application and performance results of new products and product improvements, including the exploration of alternative materials, processes, and applications.
- Track, analyze, and report test and performance data for raw and FG materials, processes, and products.

- Provide information related to development and improvement product status to appropriate parties (internal & external)
- Assist in the organization of projects with outside suppliers related to new product development and continuous improvement
- Assist in supporting the consumer relations team by fielding questions and providing feedback to consumer inquiries
- Support the company's culture and business mission by promoting communication, building teamwork and always serving the customer (internal and external).
- Maintain and backup all electronic product databases and files.
- Provide technical data and product use to our internal customers.
- Maintain proper inventory of specified lab supplies and calibration of lab equipment.
- Support the Product Development Engineer(s) in continuing product line support and new product development functions and projects.
- Prepare lab test reports, provide conclusions, and assist in interpreting results for multiple audiences.
- Assist in the development of new test methods and protocols for non-traditional applications and where no recognized methods exist.
- Coordinate third party testing and substantiate product packaging claims
- Participate in Team C.A.R.E. (Consumer Action Response Effort) for the on-going improvement of product quality (joint effort with Consumer Relations and Product Development Team)

JOB REQUIREMENTS and QUALIFICATIONS

- Bachelor's degree in Chemical Engineering, Chemistry, Polymer Science or related technical field
- 1+ years product testing and lab experience.
- A background in polymer chemistry with a good understanding of applications and testing.
- Basic understanding of pressure sensitive adhesives a plus.
- Knowledge of ASTM/PSTC test methods and use of related lab equipment.
- Demonstrated leadership abilities, strong interpersonal, and communication skills with the ability to communicate across all levels of the organization.
- Strong analytical, problem solving, and organizational skills including computer literacy in the use of Microsoft Office.