



Interflour Group Job Description



Job Description

JOB TITLE	
R&D Manager	
DEPARTMENT / UNIT / COUNTRY	
R&D/IFV/Vietnam	
REPORTING TO	
Senior Director	
Role	
This position is primarily to direct and be involved in all activities related to new product development and technical sales support strategies.	
MINIMUM REQUIREMENTS	
Education / Experience	<ul style="list-style-type: none"> • University degree/above with major in Food Technology or related • At least five years related work experience, including 02 years in a supervisory capacity. • Previous work experience with foreign investment enterprise is preferred yet not mandatory.
Specific Skills (Knowledge, skills and abilities)	<p>Functional skills:</p> <ul style="list-style-type: none"> • Thorough product knowledge and application of techniques in this area. • Ability to explain and discuss technical or specialized information to other departments. • A high level detailed and working knowledge of computer software and knowledge of current office practices and procedures. • The ability to understand, write and converse fluently in English is crucial.

AREAS OF RESPONSIBILITY (AOR)
Header
Definition
IN ORDER TO, what results
Development of new products

- Coordinate with Sales & Marketing Dept. to timely update requirements & altered demand of customers.
- Develop new products to satisfy their demands.
- Advise Senior Director/ Mill Manager/ Sales Manager / Finance Manager the best selling price.
- Continuously follow up the competitors' status, such as quality, selling price, raw wheat used, etc via Sales Dept. channel and researched in the market.

Lab program development and support System

- Closely work with lab technicians to fulfil the report and review before submission.
- Daily reports: Milling, Packing, Weevil checking, etc.
- Weekly Reports: Hygiene, Bag Weighing, etc.
- Monthly Reports: Wheat Grist Plan, Consistent Quality, Lab Raw materials & chemicals consumption, etc.
- Commit to submit the reports to Mill Manager, GD & relevant personnel on time.
- Review product records and reports to ensure overall quality and its compliance with the company standards and government regulatory requirements

Application and selection of raw wheat material, additives & chemicals.

- Assist Senior Director/ Mill Manager to apply & select the competitive raw wheat materials.
- Initiate the grist formula of raw wheat to ensure meeting the specification requirement, and controlling the grist costing.
- Advise the competitive and potential suppliers of chemicals & additives to Senior Director / Mill Manager/ Purchasers.
- Minimize the product cost without downgrading the product quality

Train subordinates

- Train subordinates the flour milling industry & flour chemistry periodically.
- Initiate the training at site via reporting & assessment system.
- Propose any further training from internal or externals centres related to the skills of flour milling technique.
- Encourage & motivate Lab staffs to develop their technical skills & higher education.
- Stimulate subordinates working cooperatively, actively, carefully, and ensure the technical data committed confidentially.
- Not allowed to have any damages of lab devices & equipment caused by negligence.

Sales Technical Support

- Deliver timely support on trouble shooting to customers
- Join in shows, exhibitions and marketing activities to promote Interflour brands in domestics and oversea markets.
- Corporate with Quality and Technical Service Manager to provide best service value to customers.