

# Job Description

## Position: R&D Assistant

Established in 2003, GroupG Asia Pacific, headquartered in Singapore, is a group of companies committed to delivering comprehensive, sustainable, and cutting-edge specialty ingredient solutions across the food, cosmetic, pharmaceutical, feed & farm sectors. With over 20 years of industry experience, we are known as a reliable partner, collaborating with top manufacturers and providing consulting services worldwide and nationwide.

As we enter a new phase of growth and progress, our goal is to be ranked among the top 5 companies in Asia by 2030. In pursuit of this vision, we actively look for talented individuals to join our team. Together, we will lead our strategic initiatives, shaping the future trajectory of our company and establishing new benchmarks of excellence in our fields.

To find out more about GroupG Asia Pacific, please visit our website at <https://www.groupg.com.sg>. Join us as we pave the way for innovation and success in the years ahead!

### Responsibilities

- Manage and coordinate the receipt of all product samples from suppliers, systematizing and organizing them scientifically and logically.
- Support the sales department in preparing samples for projects to send to customers.
- Conduct periodic sensory evaluations of samples received from suppliers and complete documentation as required by each project.
- Manage and maintain systems, and prepare all necessary technical documents and quality paperwork related to the company's products for both import and export purposes.
- Research product technical documents and market/ supplier technologies to introduce and provide support to the company's sales department.
- Responsible for mixing, testing, and experimenting with food product formulas using ingredients and flavors that the company trades.
- Arrange, prepare, and clean tools, and equipment, and maintain overall cleanliness in the laboratory.
- Perform other tasks as assigned by the Line Manager.

### Qualifications

- 1-2 years of experience in Food Technology or Chemical Technology.
- Diligent and eager to learn
- Proactive in work
- Good command of English

If you would like to apply for the job, send your resume and cover letter to

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