

BEAUTYCOUNTER

Join Beautycounter's expanding team! We have an opening for an Ingredient Coordinator. This new position will play a key role in delivering on Beautycounter's commitment to ingredient safety, responsible sourcing and transparency. You will source and manage data, assist with analysis, and correspond directly with a variety of stakeholders, ranging from ingredient suppliers to customers. This position is on the Environment, Health and Safety team, and you will also work closely with members of the Product Development and Operations teams to ensure we're working together seamlessly to achieve our company's safety and sustainability goals, and to educate our growing field of independent Consultants.

Primary job responsibilities will include:

- Request and manage ingredient source information (e.g. non-GMO certifications, statements of origin) from suppliers
- Manage our comprehensive, internal Ingredient Database
- Be responsible for updates to our online Ingredient Glossary, which lists every single ingredient in Beautycounter products, and which changes with every new product launch
- Submit new product and ingredient data to certifiers/public education partners/regulatory bodies
- Serve as the liaison between the Environment, Health & Safety team and the Customer Service team, responding to ingredient-related questions from Consultants and Clients
- Track and properly direct any Client concerns related to ingredients and products (e.g. skin irritation)
- Assist team with coding and managing files on shared server

The successful candidate for this position will possess the following skills and abilities:

- Excellent communication, writing and organizational skills
- Ability to read and edit fairly complex material and share with stakeholders in a factual, on-brand manner
- A strong grasp of corporate social responsibility, and personal passion and commitment to Beautycounter's mission
- Highly collaborative, professional, positive spirit with the ability to work effectively with all levels of our company
- Ability to prioritize tasks, simultaneously manage multiple projects, set priorities, and meet deadlines
- Proficiency in Microsoft Office and database systems

Qualifications:

The ideal candidate will have a Bachelor's Degree and excellent references. Must be fluent in written and spoken English.

Compensation and Work Location:

- We offer a competitive salary, bonus and benefits package
- Employee will work in our corporate offices located in Santa Monica, CA

Qualified candidates, please send your resume, cover letter and a brief writing sample with "Ingredient Coordinator" in the subject line to careers@beautycounter.com.

About Beautycounter:

Beautycounter is a beauty and skin care brand with the mission to get safe products into everyone's hands. A Certified Benefit Corporation, Beautycounter has created unparalleled transparency and safety in an under-regulated industry where companies are legally allowed to use ingredients linked to cancer, learning disabilities, infertility, and other health issues in the products people use every day. Headquartered in Santa Monica, CA, Beautycounter brings high-performance products and a new health and safety standard—the Ingredient Selection Process—which is the most health protective in the industry. Beautycounter is a fun, innovative, fast-paced and rewarding place to work.