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# Example of Cosmetic Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of cosmetic manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for cosmetic manager

* Project conception, management, and coordination
* Product line oversight, direction and approvals
* Establish and manage budgets
* Quality Audits – Conduct periodic audits to document Regulatory compliance
* For products sold in the United States, insure that products only contain raw materials that are not prohibited in any state or under federal regulation
* Insure that the operational aspects of the company comply with FDA Guidelines for Cosmetic manufacturing by reviewing, adding and modifying SOP’s
* Collect SOP’s into a Quality assurance manual
* For products sold in the United States, maintain documentation of the WERCS review process for retailers, submit new products to WERCS for evaluation and send WERCS evaluations to new Retailers as appropriate
* For products sold in the United States, complete additional studies as required by states such as the California VOC study
* Coordinate with ICMAD in order keep the company current on cosmetic issues

## Qualifications for cosmetic manager

* Project Manager is skilled at getting the best out of the people and projects that they oversee
* Project Manager thrive when planning projects and working with project teams
* Logical thinking and creative problem solving ability
* Proven working experience (10 years +) as a project manager in the cosmetics, skin care or dermal with a toll manufacturing/third party manufacturing company
* Solid technical background, with understanding of regulatory, manufacturing process of semi solids and liquids
* Bachelor’s degree in Engineering or business-related field preferred and least 2 years of quality control management/supervisory experience directly managing people including hiring, developing, motivating, and directing people as they work required