

Position Description

Position Title:	R&D Assistant
Reports to:	R&D Manager
Direct Reports:	N/A
Full/Part time:	Permanent Full Time Position
Location:	Tauranga
Key Relationships:	<ul style="list-style-type: none"> ▪ Abodo Whanau specifically Sales, ops and production teams ▪ Key suppliers ▪ Key customers

Main Purpose (Summary)

The role involves supporting and executing research on wood coatings and treatments, while managing quality control systems for Thermally Modified Timber (TMT). Responsibilities include overseeing exposure testing, trial management, and ensuring accurate documentation of testing processes. Additionally, the role requires managing R&D orders, timber samples, and stakeholder engagement through architect tours and cross-functional collaboration.

What you will do (Key accountabilities and tasks)

On a day-to-day basis, the role will:

Coating and Treatment Research:

- Support research and testing on wood coatings
- Execute treatment research and testing protocols.

Quality Control & Monitoring:

- Implement and manage Thermally Modified Timber (TMT) Quality Control systems.
- Regularly monitor Equilibrium Moisture Content (EMC), conduct sampling, and analyze data.
- Manage TMT Certification Mark EPH processes.

Exposure Testing & Trial Management:

- Manage global exposure test racks, ensuring accurate records, inspections, and reporting.
- Develop new testing sites and methodologies.
- Mount and monitor new trial specimens.

Project and Sample Management:

- Manage R&D orders, timber samples, and stock (in coordination with R&D Project Manager).
- Track internal R&D orders and trial timber packets.
- Prepare and dispatch new samples, maintaining organized inventory.

Testing and Certification:

- Oversee fire, durability, and termite testing processes.
- Follow up on testing progress and maintain accurate documentation.

Project Development Support:

- Assist with Vaaro project management and R&D phases at Hexion Pilot Plant.
- Support operational activities, including treatment operations, record keeping, logistics, lab work, and QC system development.
- Contribute to drying and curing R&D at Donelley's, including logistics, sample collection, and QC system enhancements.

Stakeholder Engagement:



- Conduct architect tours at Ohinewai to showcase R&D projects.
- Collaborate with cross-functional teams, providing updates and insights.

What you will bring – (Technical and role related experience)

- Ideally have a background in forestry or experience working in Timber
- Meticulous with strong attention to detail
- Excellent technology and computer literacy (MS 365 suite)
- Health, safety and wellbeing conscious mindset

What you will be valued for – (Core competencies)

These are skills and behaviours that are important for success in this role.

Customer Focus: Timely and accurate processing of transactions to support better customer experience.

Instils Trust: Follows through on commitments. Is seen as direct and truthful. Keeps confidences. Practices what he/she preaches. Shows consistency between words and actions.

Interpersonal Savvy: Relates comfortably with people across levels, functions, culture and geography. Acts with diplomacy and tact. Builds rapport in an open, friendly and accepting way. Builds constructive relationships with people both similar and different to self. Picks up on interpersonal and group dynamics

Plans and Aligns: Planning and prioritizing work to meet commitments aligned with organizational goals

Decision quality: Making good and timely decisions that keep the organization moving forward

What is important to us - (Our Values)

Our Values are about why and how we do things and how they form the foundation of our culture.

It Will Be OK

We don't take chances. We will ensure we are a reliable supplier of carefully crafted products and services

Customer Spotlight

Our entire team recognises the importance of customers. We manage their expectations to see them exceeded

Solid Bond

Like a perfectly formed finger joint we will work together to get a better result. We are a family and we treat each other with respect

Future Thinkers

We will actively seek to provide solutions to our customers problems and our own internal problems with a spirit of innovation

Walking the Talk

We don't just supply sustainable products. We will bring sustainability into the way we work and where we work

The duties contained in this Position Description may be modified and updated by the Employer from time-to-time following agreement with the Employee. This above information is intended to describe the general nature and level of work being performed and therefore does not imply that the duties/skills listed are the only duties/skills to be performed by the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

PD Created:	Muskaan Kumra	PD Last updated:	13/02/2025
Manager: (Signature)		Position Holder: (Signature)	
Updated by:			

