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# Example of Junior Product Specialist Job Description

Our innovative and growing company is looking to fill the role of junior product specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for junior product specialist

* Maintains configuration control of engineering, partner, and/or supplier product definition data by ensuring proper release authorization from change management
* Completes metadata entries for documents and reports in enterprise catalog and repository
* Ensures appropriate access restrictions and security is applied to all documents and reports in the system
* Gathers and updates draft changes to processes using defined change management practices while maintaining configuration control
* Provides advice at the working group level and/or participates in the resolution of basic data discrepancies and identifies data management issues (i.e., data retention, data storage)
* Collects information to develop data management metrics to provide visibility of performance (i.e., cycle time, quality, timeliness, percent complete, volumes)
* Performs a non-technical checks of all documents and reports submitted for release to ensure compliance with policies and requirements
* Coordinates any discrepancies with affected organizations to resolution
* Supports the maintenance of data management processes to ensure compliance and consistency with applicable internal standards
* Gathers and analyzes information from different sources for inclusion into integrated business solutions to process problems

## Qualifications for junior product specialist

* Extensive knowledge of the aesthetic of luxury brands and trends
* Proven experience to work with groups individually
* Investment product knowledge and client facing experience are a must
* Current 7, 63, 65 or 7 and 66 is required OR must receive licenses within 120 days from start
* Awareness of machine vision or automated sensing
* Capable of filtering relevant information for data analysis, and able to identify key business and technical information, and able to identify immediate risks