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# Example of Product Stewardship Job Description

Our company is hiring for a product stewardship. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for product stewardship

* Work with internal and external legal counsel when required
* Other activities when necessary or assigned
* Provision of regulatory advice and consultancy to the businesses with regard to regulatory approvals needed to continue or begin sales and production of new and existing products
* Gaining and/or maintaining global registrations for chemical products
* Contributing to regular product risk assessments and product stewardship audits and proposing suitable risk management options to the relevant sites and businesses
* Ensure that all RM are compliant with regulations and compliant with purchasing
* Supports the business or corporate strategy by participating in the development of the PS strategy and seeing through its successful implementation
* Leads the maintenance and improvement of the Product Stewardship Management System
* Communicates and influences SBU management and beyond to build consensus, effectively integrate programs, implement technically sound yet cost effective solutions, and achieve compliance
* Works under very minimal direction

## Qualifications for product stewardship

* Ability to think broadly concerning documentation compliance across the whole of a business and its product lines
* Experience operating in a Documentation Management system and/or ability to understand how a management system can be implemented & audited
* Proficiency in using office equipment and computer software, including Microsoft® Office (Word, Excel, PowerPoint, and SharePoint), the ability to manage and navigate databases
* Excellent keyboarding skills, manual dexterity, and language (writing) skills
* Documentation Specialist certification preferred
* Minimum 4-7 years of experience in risk assessment or regulatory related field