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# Example of Skincare Specialist Job Description

Our company is growing rapidly and is hiring for a skincare specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for skincare specialist

* Monitor daily, weekly, monthly sales results with Store Manager and communicate to staff members
* Develop strategies to grow business in their assigned department, leveraging the customer loyalty program, events, product knowledge and services
* Contributes to the development and preparation of study protocols, informed consent documents, CRFs, subject instructions and all related study materials
* Determines the amount of product needed for each clinical trial and orders/requests from the appropriate team
* Assists in the management of clinical project budgets and contracts with CROs and clinical sites
* Assists in the development of clinical project timelines and performance tracking metrics for all activities needed for the execution of each assigned clinical study
* Assists in the management of external contract resources and acts as liaison with CROs and vendors
* Assists in the timely review of post-marketing adverse events and identifies and communicates safety issues and “patterns” to the SkinMedica regulatory/safety review committee
* Tracks receipt of completed study data, performs data entry and conducts statistical analysis, or assists in the management of a CRO to conduct the statistical analysis
* Reviews, organizes and analyzes sales reports to identify sales opportunities with Director, Brand Manager and Lead Product Manager

## Qualifications for skincare specialist

* Ideally 2 years related experience, preferred Product Development experience
* Hard working, reliable, detail oriented, responsive
* Must to meet sales goals and objectives
* 3 years of management/supervisory experience in the retail/service industry
* Previous experience in recruiting, staffing and hiring across all store positions, including leadership
* Education and product experience in skincare, make-up and fragrance is desirable