



# Example of Process Owner Job Description

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Our company is hiring for a process owner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for process owner

- Ensure that personnel are qualified to perform GxP-related activities by implementing training controls, such as generating and sending the forecast report, the overdue training report, and providing the Training Metrics Report to Management
- Support user and manager requests for information on the training program
- Collect and maintain job description (a.k.a., position description) and summary of experience (a.k.a., curriculum vitae, resume, statement of work) for Marketing Personnel
- Conduct the Annual Review of Training Records for Marketing personnel
- Assist process owners and document authors to identify training audience(s) and determine the need for training effectiveness evaluation for new/revised procedures
- Maintain training materials and records, including archiving records
- Facilitate and organize local instructor led training sessions as needed
- Process Qualified Trainer Forms and maintains list of Trainers
- Support the Head of Payroll as and when required
- Support the businesses and other Global Business Services process owners

## Qualifications for process owner

- Works closely with team other members to assist each other, get feedback, cover meetings, share knowledge
- End to end recruitments, Sourcing, Screening

- Knowledge of MS tools (MS Office)
- 5+ years of experience with Global Markets