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# Example of Brand Ambassador Job Description

Our company is looking for a brand ambassador. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for brand ambassador

* Implement and distribute IRC's point of sale materials
* Other miscellaneous duties assigned
* Monitor all incoming telephone calls
* Refer walk-in customers to the appropriate person or department
* Help walk-in customers with a variety of requests and needs
* Process payments in various databases, along with ringing transactions on the cash register
* Sort all incoming mail for distribution to departments
* Start new subscriber accounts
* Create and update tracking reports as needed
* Work scheduled hours to achieve goals and ensure the department runs efficiently

## Qualifications for brand ambassador

* Customer focused, with the ability to translate customer wants to Sony experiences that deliver on that desire
* Ability to present yourself professionally in any setting and dress according to the outlined requirements of the job
* Detail-oriented with the ability to multi-task as needed
* Positive thinking and enthusiastic to challenge new things
* Available weekends, some nights and some holidays
* Work on partnerships with local organizations, events managers, and local businesses