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# Example of Brand Coordinator Job Description

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

## Responsibilities for brand coordinator

* Create and distribute candidate offer letter and packets
* Gather stakeholder feedback from Recruiting team
* A strong interest in Recruiting
* Technology savvy with demonstrated proficiency in all MS Office applications
* Responsible for assisting customers with Nike Apparel, Equipment and Footwear
* Ensure products are at proper inventory levels, with merchandising standards maintained
* Execution of merchandising Nike products to best fit individual store layout and needs
* Ensure products are processed and on the sales floor in a timely manner
* Ensure signage and seasonal initiatives are implemented by assigned completion date
* Participate in Nike product and merchandising training opportunities as available

## Qualifications for brand coordinator

* Graduate (or equivalent) with proven experience in Account management within the luxury fashion industry
* Knowledge of APAC markets in terms of fashion/culture & local social media platforms
* Knowledge of and enthusiasm for makeup, fashion and pop culture – strong independent research skills
* Independent, self-starter, well-organized, detail-orientated with exceptional organizational and follow-up skills
* Professional working experience in Event Management (min
* Expertise in social media [community management, reporting, tools ]