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# Example of Brand Representative Job Description

Our company is growing rapidly and is looking to fill the role of brand representative. 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 brand representative

* Generate new income for department and meet monthly income and prospecting targets as assigned
* Lead our referral and internal applicant processes by engaging with each candidate and providing an exceptional candidate experience
* Coordinate on-site and remote interviews between candidates and recruiters across multiple locations, which may include booking interview spaces, tracking hiring team participation, and communicating schedule details with candidates
* Welcome candidates on-site and provide as-needed assistance throughout the interview, ensuring a great candidate experience
* Work cross-functionally to assist with the entry and opening of new job requisitions in our Applicant Tracking System
* Assist with miscellaneous projects related to campus recruiting, employment branding, background checks, contractor hiring, and other Talent Acquisition operations as needed
* Partner closely with Recruiters to learn the recruiting ropes
* Capture, review and analyze call center data
* Preparation of weekly analysis to the client
* Provide quick updates and Ad Hoc reporting to the client

## Qualifications for brand representative

* Confident communicator who is effective at various levels of engagement and skilled in verbal and written communication
* Basic understanding of national/strategic account based selling
* Comfort and drive to dig into data to assist in Key Brand Management with an ability to communicate learnings to business leaders to drive plan and results forward
* Ability to travel an average of 5-10 days per month with heavier travel in some months
* Preferred candidate will have experience in working with customer databases (CRM) for lead, account, pipeline and contact management
* Ability to coordinate and prioritize high work volume and pressing time requirements