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# Example of Representative Senior Job Description

Our company is looking to fill the role of representative senior. 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 representative senior

* Build sourcing strategies aligned to LOB and regional needs to achieve targets
* Proactively source for talent and build candidate pools for various groups
* Manage and control agency usage, vendor expense and cost per hire
* Oversight and contribution for specific work streams or projects as needed
* Adhere to KPIs including but not limited to, Cost per Hire, Time to Fill
* Provide regular updates to business executives on progress against hiring targets and other key talent acquisition initiatives
* Performs administrative and clerical support duties for insurance placement activities
* Assists in preparing proposal components including
* Identify and refer claims to subject matter experts or manager in a timely manner to maximize claim outcomes
* Provide effective and timely communication to all internal and external stakeholders regarding claim status and other inquiries such as fraud, subrogation recovery, reserve adequacy and underwriting risks

## Qualifications for representative senior

* Must have working knowledge of print operations and equipment
* Must be able to work with or without direct supervision
* Serve as the first point of contact for Banking customer service and sales inquiries
* Minimum of Three Years’ experience in a customer service, sales, or related occupation
* Some undergraduate experience preferred
* Some Financial Services Experience strongly preferred