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# Example of Representative Job Description

Our innovative and growing company is looking to fill the role of 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 representative

* Work closely, in good cooperation, with our Key Account Managers
* Keep track and full control over customer activities during the season
* Be responsible for the order book, direct shipment and EDI handling towards the account
* Understand, focus on and resolve day to day issues
* Support all functions within Customer Service when needed
* Under general direction serves as point of contact for client and vendors
* Review daily Ariba ad hoc orders and clarify prices and part numbers before order approval
* Edit orders for correctness
* Investigate questions about order delivery with vendors
* Handle Ariba returns to ensure items are returned to the vendor and that a credit is processed

## Qualifications for representative

* Must have a working knowledge of Windows XP Professional, Windows 7 Professional
* Prior experience using payroll systems preferred (ADP, EV5, ProBusiness)
* Demonstrated ability to quickly learn electronic systems and software
* Strong self-directed work ethic
* Ability to communicate with all levels of employees and understand cultural differences
* Working knowledge of employment law, performance management, compensation and wage and hour law