



Example of Communications Representative Job Description

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Our company is growing rapidly and is looking to fill the role of communications representative. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for communications representative

- Review transactions, submitted by Advisor Medalist Advisors and CAST clients for deficiencies
- Utilize online resources such as White Pages and Lexis Nexis to find contact information for clients
- Responsible for external employment brand development, measurement and management of that brand
- Provides strategic guidance operational support related to all recruiting communication needs globally
- Develops creative communication campaigns to meet recruitment needs
- Measures effectiveness and efficiency of communication campaigns to meet recruitment needs, drives continuous improvements and reports out to senior leadership
- Trains house staff and hospital personnel in use of automated page system
- Assists in training new Communications Center staff in job functions, hospital protocols, departmental, Communications Center policies and procedures
- Determines when situations warrant contacting Department Management, Administrator On-Call, Security, and Public Relations staff
- Researches and resolves paging issues which impact or delay patient care

Qualifications for communications representative

- Must have reliable transportation and the ability to visit multiple stores in one day
- Understand and demonstrate integrity, respect and the ability to develop positive relationships with management, customers and peers
- Flexible for scheduling including weekends
- Bachelor's level degree in communications or related field or equivalent experience (listed below)