

Updated: 4 January 2019

## Brand Protection Coordinator

**Position Title:** Brand Protection Coordinator

**Reports to:** Manager, Brand Protection

**Location:** New Albany, OH

### Position Summary

The Brand Protection Coordinator is responsible for case entry and updates, vendor relationships and invoice processing, as well as coordinating and assisting with cross-functional department projects. The Coordinator position also assists with our internet enforcement programs, including identifying and submitting instances of trademark and copyright infringement through appropriate channels, research, and intelligence gathering.

### What Will You Be Doing?

- Preparation of case reports and updates that provide investigative details and findings as well as identifying control weaknesses with recommended solutions and process improvements
- Coordinate efforts with Home Office personnel to authenticate products
- Vendor maintenance, including setup, documentation, and invoice processing
- Detection and submission of trademark and copyright infringements online, including evidence work product preparation
- Maintaining communication with corporate Brand Protection team regarding ongoing case work, results metrics, and global training opportunities
- Coordinate investigative efforts with private investigative groups, local law enforcement, customs agencies, and corporate attorneys
- Train and liaise with stores Asset Protection staff
- Administration of all Brand Protection programs, as necessary
- Other duties and responsibilities as deemed necessary by A&F Brand Protection leadership

### What Do You Need to Bring?

- Bachelor's degree or equivalent required
- 1-3 years of experience within retail environment (investigative and asset protection experience preferable)
- Knowledgeable in Intellectual Property Rights
- Proficiency with Word, Excel, PowerPoint, Outlook, Google, and basic digital photography
- Experience with research online, including social media sites and forums (familiarity with Internet law preferable)
- Meticulous attention to detail, even with repetitive tasks
- Strong communication and interpersonal skills
- Basic experience in interviewing & obtaining written statements
- Be able to work independently and manage time well
- Must pass a comprehensive background check