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# Example of Licensing Coordinator Job Description

Our company is growing rapidly and is looking for a licensing coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for licensing coordinator

* Act as a liaison between Designers and Licensors on a daily basis
* Act as the point of contact with any submission issues and will work with licensors to get it corrected
* Work with Design team to discuss any issues on submissions
* Manage all requests from the licensors- samples, surveys and line sheets for any and all properties
* Send out packages to licensors on a daily basis
* Work with production team on testing reports that are needed for final samples
* Strategy / sales
* Track and log all licensee royalty reports, and prepare forms for monthly Finance Meeting, sending updated forecasts to Finance
* Assist Global Licensing team with special projects and analysis as needed
* Licensing Strategy Development

## Qualifications for licensing coordinator

* Prepare selling history, outstanding issues, applicable product samples needed for all Men’s Canada meetings
* Update seasonal marketing timeline to ensure all deadlines are met
* Bachelor’s Degree and a minimum one year of relevant experience or an equivalent combination of education and experience
* Major League Baseball or Club retail, marketing and/or operations experience strongly preferred
* Excellent decision-making and organizational skills
* Superior interpersonal, written communication and data entry skills