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# Example of Licensing Coordinator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of 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

* Assists with the development and periodic review of all Compliance folders
* Orients newly registered representatives, Fingerprints, U4 filing, RegEd, complete disclosure documents, compliance file set up
* Establish Daily Priorities of pitches and projects
* Follow up to ensure timely delivery of pitches
* Coordinating tracking of each pitch opportunity
* Reach out to labels for approval of terms
* Administer approvals for each pitch
* Communication with clients to review all pitches and confirm terms for all tracks
* Wrap pitches
* Assist in fulfilling direct request of specific tracks from production companies

## Qualifications for licensing coordinator

* Basic knowledge of web development, photoshop, and social media functionality a plus
* Ability to manage projects that involve multiple Showtime departments and business partners
* Strong organizational skills and excellent verbal and written communication skills are required
* Clearance experience preferred
* Excellent communication skills including internet and email
* Strong computer, internet and printer troubleshooting skills