



# Example of Licensing Administrator Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is looking for a licensing administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for licensing administrator

- Manage and maintain licensing systems for product development, tracking and approvals
- Plannability and Approval Checklists
- Gather appropriate information from Licensee for seasonal product developments
- Ensure each style being loaded into Dependable Solutions system, prepared for design approval
- Update Licensee contact information in Dependable solutions systems as necessary to ensure that product approvals can be completed
- Archive product approvals in content library for future reference
- Attend weekly Planning meetings and report back on any issues or required follow-ups
- Manage analytics for departmental sales & royalty reporting and create reports that provide licensing team with the ability to fine-tune assortment for optimum performance within the marketplace identify product category segments by profitability and sales
- Compile business correspondence and manage telephone calls in a professional manner to the producers, insurance carriers, departments of insurance and local office contacts
- Responsible for ensuring the renewal of resident and non-resident licenses in a timely manner prior to the license expiration date(s)

## Qualifications for licensing administrator

- Contact with outside suppliers may be required for the management of samples, packaging, displays and supplies
- Run state based license and demographic reports (PDB)
- Re-allocate and review p-card payment transactions on a weekly basis
- Submit personal/agency information changes to state insurance department
- Interact with other Aon departments/employees located throughout the U.S. regarding agent licensing