



Example of Licensing Administrator Job Description

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

Responsibilities for licensing administrator

- Reports –Research statistics on existing agreements, including without limitation, license processing rates and workflow status
- Assignment of Work - Provide instruction and guidance to Licensing Coordinator (and/or interns, as applicable) for contract administration and processing of their own assigned licenses
- Archival – Manage deep storage filing process as Department Records Coordinator (DRC) for entire music department
- Update/renew existing licenses and permits, including café, liquor, pool, kids activities, boilers and elevators
- Prepare software shipping documents accordingly with company & country requirements
- Use industry experience and acumen to separate substance from marketinghype, and make the complex seem simple without sacrificing accuracy
- Responsibilities include, but are not limited to, the above and to undertake any other duties appropriate to the position
- Ensure compliance of workplace safety rules, including but not limited to the usage of a personal protective equipment, if provided, while working
- CMS knowledge preferred
- Gathers information from various departments within Worldwide Marketing to update and distribute the Weekly Marketing Report

Qualifications for licensing administrator

- Must be able to prepare logs, reports and such
- Must be well organized and proof-read all incoming and outgoing work
- Must be able to communicate effectively and tactfully with third party licensors and others
- Must be able to work at a fast pace with accuracy
- Must be able to pass General Trade Skill PQS within 30 days of hire