



Example of Licensing Administrator Job Description

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

Responsibilities for licensing administrator

- Based on the EVP/VP's direction prepares the agenda for the weekly Creative Strategy Meeting
- Maintains and distributes clearance reports for trailers and TV spots
- Updates and distributes the Trailer Rating Report
- Responsible for the submission of all print material to the appropriate Guilds, MPAA, Business Affairs and Feature Clearance as necessary
- Build and configure Licensing vendor daemons
- Maintain, monitor and proactively report CLS/LLS licensing pool – usage volume, high-watermark, Peaking licenses and other components
- To be able to work with key stakeholder and external vendors in order to perform licenses remixes/true-ups on-time and comply with Keysight process
- To be able to read/write automation scripts – PowerShell, Ruby, Shell Scripts to support the automation script and bug fixes
- Good understand on FlexNet Manger configuration and report generations
- Good understanding of Disaster Recovery of Licensing platform

Qualifications for licensing administrator

- Must have knowledge of administrative policies, office procedures, and techniques
- Must have knowledge of variety of equipment platforms and associated codes
- US Army MOS 92A or 92Y preferred
- Good knowledge of windows (Vista, Win7 Win8)

