



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

- Own tools Technology Roadmap
- Collaborate closely with other IT organizations, particularly the IT Infrastructure organizations to design, implement and support solutions
- Recommend and apply Industry best-practices for Licensing platform and processes
- Strong technical consultation depth
- Eloquent articulator of industry trends, thoughts and own ideas
- Constantly lookout for cost-effective solutions and consolidation options
- Completes state licensing documents efficiently and accurately for cars, trucks, and specialized equipment
- Works with internal and external clients to ensure proper licensing responds to inquires
- Processes licensing work, including our internal online systems working directly with State Division of Motor Vehicle
- Researches and communicates changes in state laws and requirements

Qualifications for licensing administrator

- Ability to work both independently and within a team to achieve goals
- Ability to handle pressure and deadline
- Basic understanding of music publishing, including copyright & mechanical licensing
- Diploma or Degree in related discipline with minimum of 3 years' experience with fast moving computerized Distribution Centre environment, preferably

- Preferable a good understanding of relevant states OHS acts, regulations and Code of Practice
- Good understanding of Accounts Payable & MI processes