



Example of Licensing Administrator Job Description

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Our innovative and growing company is hiring for a licensing administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for licensing administrator

- Maintains and ensures data integrity of vehicle information
- Works closely with Licensing Analyst on client specific parameters
- Works with clients to ensure all of the required state documentation and inspections are included with licensing paperwork
- Maintains direct contact with State and DMV Agencies, and proactively follows up for status
- Copying and filing of all documents on an accurate and timely basis as required by management
- In charge of development and maintenance of an Excel database of all legal entities and trade names (dba's)
- Working with upper management to complete assigned tasks that are given
- Submit necessary documents or resources to Cisco where required within agreement processes
- Supporting the contract entry process by understanding & maintaining how the legal agreements relevant deal terms are captured, edited and maintained in a system designed to maintain specific data that are common across all agreements
- Understand Business needs for Contract Amendments and take ownership in entering these change requests into contract management system with the highest degree of accuracy and proficiency

Qualifications for licensing administrator

- Must be able to research and multitask
- Ability to contribute to continuous improvement
- The Property & Licencing Administrator (P&LA) role within GBS ANZ Property and Contracts Team has two core elements
- Specific responsibilities of the role include sourcing, processing and payment facilitation for licenses and registrations
- The P&LA is responsible for assisting in the design and delivery of new process initiatives and improvement of existing processes when opportunity arises