



# Example of Licensing Coordinator Job Description

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Our company is growing rapidly and is looking for a licensing coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for licensing coordinator

- Act as a liaison between Designers and Licensors on a daily basis
- Act as the point of contact with any submission issues and will work with licensors to get it corrected
- Work with Design team to discuss any issues on submissions
- Manage all requests from the licensors- samples, surveys and line sheets for any and all properties
- Send out packages to licensors on a daily basis
- Work with production team on testing reports that are needed for final samples
- Strategy / sales
- Track and log all licensee royalty reports, and prepare forms for monthly Finance Meeting, sending updated forecasts to Finance
- Assist Global Licensing team with special projects and analysis as needed
- Licensing Strategy Development

## Qualifications for licensing coordinator

- Prepare selling history, outstanding issues, applicable product samples needed for all Men's Canada meetings
- Update seasonal marketing timeline to ensure all deadlines are met
- Bachelor's Degree and a minimum one year of relevant experience or an equivalent combination of education and experience
- Major League Baseball or Club retail, marketing and/or operations

- Superior interpersonal, written communication and data entry skills