



# Example of Licensing Coordinator Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is looking to fill the role of licensing coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for licensing coordinator

- Sending assets to clients upon request
- Assists with managing the construction phase of the development process
- Assists with developing and managing budgets for all renovation projects consistent with timeline requirements, including bid negotiations
- Attends site meetings (scope, pre-start, sectional completion, handover and post-completion) for continued learning and development
- Assists training managers with new hire day one coordination to include but not limited to seating, equipment, systems access, new hire performance tracking, and graduation announcements
- Works with Compliance and FINRA and State Insurance regulators on outstanding issue resolution
- Monitors the progress of new hire registration and insurance license attainment
- Works with Compliance on new hire on-boarding class and process
- Monitors the FINRA and state insurance licensing continuing education program/requirements
- Works with regulators to clear licenses

## Qualifications for licensing coordinator

- One (1) year of responsible administrative experience, preferably to have been obtained within a music publishing or related company

- Work closely with the Finance Dept
- Project management experience and proven ability to work with partners and/or creative and production resources
- Current with social media, e-commerce and digital marketing trends, including gaming and game development
- Ability to manage the creation and execution of effective marketing tactics