



# Example of Licensing Coordinator Job Description

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Our growing company is hiring for a licensing coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for licensing coordinator

- Coordinate with Business Affairs completion of licenses
- Ensure the delivery and of licenses and invoices
- Collection and administration of payments
- Prepare, send, and oversee the process with potential licensees to ensure that all requirements are received and follow-up through completion
- Review artwork prior to processing to the institutions
- Review new requests received (New Institution, New Product, New Distribution, New Label, ) and provide the Review Committee with any required reports/additional information
- Develop and maintain communication surrounding the release of artwork/hologram label orders
- Develop and maintain daily communication (via telephone, e-mail, fax, ) including responding to requests and questions from licensees and licensing directors
- Send, follow-up and process preliminary approval/finished sample requests
- Send, follow-up and finalize License Agreement and contract addenda

## Qualifications for licensing coordinator

- Proficient with Excel and PPT
- User-level computer trouble-shooting skills is a plus
- Able to work in fast-paced department and meet daily deadlines

- Ability to work independently without supervision team player
- Bachelor's Degree preferably in library science or equivalent years of experience