

JOB POSTING

Distribution

POSITION TITLE:	Distribution Operations Clerk
REPORTS TO:	Supervisor, Distribution Operations
LOCATION:	Toronto
LANGUAGE:	English
POSITION TYPE:	Temporary (6 months, with the possibility of an extension)

OVERALL ACCOUNTABILITY:

The Distribution Operations Clerk is responsible for researching, verifying, logging and identifying usage data from different media sources on various databases for the distribution of royalties to both international and SOCAN members in a timely and accurate manner. Act as a resource for departmental staff and assist in coordinating and performing various user acceptance testing. Create and resolve cases for member service issues.

RESPONSIBILITIES:

- Verification of data received for completeness and accuracy
- Research songs, works and cues on various databases
- Research, identify and merge unmatched performances to payable works on internal system(s).
- Review and verify accuracy of matched performances for accurate payments
- Correct and maintain works and/or Audio Visual databases.
- Liaise with user group and other internal teams/departments/branch offices
- Correspond with various external stakeholders (including but not limited to publisher members, media source providers, other collectives & foreign societies).
- Manage and/or contribute to Case Management queries

SOCCAN

- Other duties as required by supervisor.

SKILLS & KNOWLEDGE REQUIRED:

- Accuracy and detail oriented a must
- Familiarity with enterprise class databases
- Working knowledge of MS Office (Excel in particular)
- Excellent research skills
- Keyboarding minimum 45wpm
- Strong aptitude for figures
- Problem solving and conflict resolution skills
- Excellent communication and organizational skills
- Ability to work independently and under pressure
- Strong time management skills to meet deadlines
- Project implementation experience an asset
- Bilingual an asset (French)

ATTRIBUTES:

- Analytical
- Initiative
- Results oriented
- Thorough
- Efficient



APPLICATION PROCEDURE:

Qualified applicants are invited to apply in writing to Human Resources – Sara Smolej – Toronto Office, and include an updated copy of your resume. Please e-mail hr@socan.com referencing Distribution Operations Clerk in the subject line.

DEADLINE:

Applications must be received in Human Resources by **12:00 Noon, on March 29, 2018.**

PLEASE NOTE:

In this position if you opt for a 4-day week, your day off (either Monday or Friday) will be determined by your Manager in accordance with Distribution Operations' business requirements.

SELECTION:

Skills and aptitude may be tested and selection will be based on factors such as past performance, previous related experience and alignment of aptitude, personal skills and attributes to those required to perform the job. **Only qualified applicants will be contacted for an interview.**

SOCAN is committed to diversity in its workforce. SOCAN offers a competitive salary and an excellent benefit package.