

## **JOB POSTING**

### AV & Foreign Royalties

**POSITION TITLE:** Foreign Identification Clerk  
**REPORTS TO:** Supervisor, Foreign Identification  
**LOCATION:** Toronto  
**POSITION TYPE:** Temporary - 6 Month Contract  
**SALARY RANGE:** \$22.00/hour

#### **OVERALL ACCOUNTABILITY:**

Researching and identifying of incoming performances from foreign societies. Assigning correct writer, publisher shares and account numbers to Works and Audio Visual works

#### **RESPONSIBILITIES:**

- Identification of incoming international performances
- Research of incomplete performance information
- Allocation of monies according to participant shares
- Merging of the performances to existing payable works
- Manage Case Management Queries
- Balancing of society distributions
- If any discrepancies claim and pursue international societies
- Other duties as required by Supervisor/Manager

#### **SKILLS & KNOWLEDGE REQUIRED:**

- Strong time management skills to meet deadlines
- Working knowledge of MS Office (Word, Excel, PowerPoint)
- Excellent research skills
- Strong aptitude for figures
- Good communication and organizational skills
- Ability to work under pressure
- Bilingual an asset (French), but not required



**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](mailto:hr@socan.com) referencing Foreign Identification Clerk in the subject line.

**DEADLINE:**

Applications must be received in Human Resources by **5:00pm on Friday, November 24, 2017.**

**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.