



SAMRO
Southern African Music Rights Organisation

JOB VACANCY ADVERTISEMENT

Publisher Liaison Administrative Officer

The above vacancy exists within the Mechanical Rights Division and reports to the Mechanical Rights Manager. The purpose of this role is to maintain positive relationships with publishers and to administer publisher information and data files. The ideal candidate will be someone who has successfully completed Matric and has a minimum of five years work experience in a similar environment.

Key Performance areas:

- Publisher relationships
- Publisher administration
- Query resolution

Minimum requirements:

- Detailed publisher administration knowledge
- A working knowledge of contracts
- Relevant systems as well as process knowledge
- Computer skills
- Good written and verbal communication
- Excellent interpersonal and organizational skills
- Accuracy and attention to detail is an essential requirement
- Excellent administrative skills
- Ability to work under pressure

Core Competencies:

- Problem solving
- Analytical
- Administrative
- Ability to work under pressure

If you are confident that you have the necessary experience to perform the above duties, please email your cover letter and CV to: cv@samro.org.za

Closing Date: 30 July 2008