Title: Licensing Specialist  
FLSA Status: Non-exempt  
Shift: Monday-Friday: 8:30AM-5PM  
Reports to: Director of Licensing  
Department: Licensing Department  
Employment Status: Full Time  
Supervisory Responsibilities: No  
Location: Chapel Hill, North Carolina Office  
Date Created/Last Evaluated: May 2022  
Summary  
Reviews and processes applications and updates.

Qualification Requirements  
To perform this job successfully, an individual must be able to pay close attention to detail and communicate politely and clearly with all members of the profession.

Minimum Qualifications  
- 4 year college degree strongly preferred
- Previous background in an office environment strongly preferred
- Ability to pay close attention to detail
- Ability to work within specific parameters

Knowledge, Skills and Abilities  
- Must know or be willing to learn MS Word, Excel, and PowerPoint software programs
- Excellent verbal and written communication skills required
- Excellent organizational skills highly recommended
- Must be comfortable navigating various computer applications
- Preform all duties in a timely fashion

Supervisory Responsibilities  
N/A

Essential Functions  
- Review applications
- Receive and upload documents
- Issue various types of licenses for people and facilities
- Communicate effectively over the phone

Physical Demands  
- Must be able to communicate clearly, in writing and speaking. Hearing and vision necessary

Work Environment  
- Standard office environment including an office, work station with ergonomic desk

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.