



Administrative Coordinator

Montreal - Full-time - 744000057346627

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The Ubisoft Music team is looking for an Administrative Coordinator. Within Ubisoft's International Headquarters, the team brings together the activities of music supervision, music licensing, publishing and music artist partnerships within the company. You will be in charge of the accounting follow-up of the department's activities and of supporting the department in all its administrative needs.

Responsibilities

- Ensure the processing/payment/tracking of all invoices related to the Ubisoft Music business and review semi-annual royalty reports, in collaboration with external contacts and Ubisoft's Accounting and Finance departments;
 - Compile and synthesize departmental revenues and expenses;
 - Collect elements related to the licensing of musical works from labels and publishers and ensure the transmission to the production and marketing teams;
 - Collect elements necessary for the distribution of Ubisoft Music original soundtracks and deliver these elements to digital distribution partners;
 - Follow up on the registration of musical works with the collective management societies;
 - Assist in the administration of Ubisoft Music accounts on DSPs and Ubisoft Music collaboration tools such as: Teams, Sharepoint and an internal software for music licensing tracking.
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- Experience in a similar position or other equivalent experience;
 - Knowledge of general accounting procedures;
 - Strong organizational skills and excellent management of priorities;
 - Proficiency in Word and Excel;
 - Knowledge of the music publishing or video game industry is an asset;
 - Interpersonal communication skills. Working proficiency in French is required.

Just a heads up: If you require a work permit, your eligibility may depend on your education and years of relevant work experience, as required by the government.

Skills and competencies show up in different forms and can be based on different experiences, that is why we strongly encourage you to apply even though you may not have all the requirements listed above.

At Ubisoft, we embrace diversity in all its forms. We're committed to fostering an inclusive

and respectful work environment for all. We know the importance of providing a pleasant interview experience, therefore if you need any accommodation, please let us know if there is anything we can do to facilitate the interview process.