

ALLOCATIONS ANALYST

- Full-time, permanent position
- Sydney, CBD
- Unique opportunity in a specialist field

About the role

The Allocations Analyst provides daily support to the Senior Allocations Analyst in order to facilitate Copyright Agency's distribution function. You will assist with the calculation of over 90 distributions each year, produce distribution and volume reports, perform data integrity checks and analyse the allocation results. The Allocations Analyst is also responsible for liaising with internal stakeholders to gather and communicate information. You will also be responsible for the maintenance of all documentation related to our distribution processes.

About you

To be successful in this role, you will have at least two years of experience in a similar role. You will possess excellent analytical skills with the ability to collect and disseminate large amounts of data accurately and efficiently. Attention to detail will be one of your greatest strengths along with the ability to manipulate complex data sets through Microsoft Excel (exposure to SQL and R would be advantageous). You will have experience working within a variety of systems and understand the importance of data quality and governance. You will be a proactive individual with great skill when it comes to planning, prioritising, organising and solving problems. You will excel in team environments and building relationships across a business. Your communication and documentation skills will be outstanding. We like to see a candidate with an interest or understanding of copyright but this is not essential.

About Us

Copyright Agency | Viscopy collects and distributes fees for the use of copyright text and images. Copyright Agency is the declared society for the statutory schemes in education and government as well as the Resale Royalty Scheme for visual artists. Copyright Agency also licenses commercial organisations to copy and share information without risk of copyright infringement. Copyright Agency also manages the licensing activities of Viscopy Limited under a services agreement. Copyright Agency provides philanthropic support to Australia's cultural community through our grants program, the Cultural Fund. For more information visit www.copyright.com.au | www.viscopy.net.au

How to apply

Please forward your resume and a covering letter to recruitment@copyright.com.au

Copyright Agency | Viscopy encourages applications from Aboriginal and Torres Strait Islander people.

Applications close 8 May 2017.

Applications will be treated with the strictest of confidence. Only successful applicants will be contacted. To be eligible to apply you must have an appropriate Australian or New Zealand work visa.