

Enforcement team- Administration Assistant - (FTC until 31/12/2019)



PPL
PRS
United for Music

Jazz, Hip-hop, Punk, Opera, Country, Rock and Delta Blues. Different music genres but all with roughly the same objective – to move our emotions, they just get there in different ways. That’s how we think of people too, all unique, with slightly different ways to get the job done and we are very excited to see how your journey will evolve in our passionate and collaborative company!

Who is PPL PRS?

PPL PRS Ltd is a new company in Leicester’s city centre, a joint venture between PPL and *PRS for Music*, dedicating to providing the best music licensing experience in the world. At PPL PRS, we champion the music we all love to make sure its creators and performers are fairly rewarded for their work.

We will transform music licensing in the UK with the launch of TheMusicLicence, we are passionate and truly believe in protecting the value of music, so working at PPL PRS is about collaborating with others who share this passion to deliver a truly excellent service.

If your passion for music is anything like ours, then you’ll jump at the chance to help shape something vital to the future of the music industry. You might not get a standing ovation or get to headline Glastonbury, but your contribution will be equally as important, helping to support the members of PPL and *PRS for Music*, including some of the world’s biggest artists as well as the tens of thousands of writers and musicians who have turned their passion into a career.

What are we looking for?

We are looking for an experienced Administration Assistant to join our Enforcement team on a fixed-term basis until the end of the year. The purpose of your role is to assist and provide administrative support to the Litigation and Enforcement Manager and Debt and Infringement advisers with preparation of case documents. To provide external solicitors with copies of documents required and royalty calculations.

The role

- To open and date stamp post and upload to Salesforce to the correct case and distribute to appropriate team adviser.
- To administer insolvency documentation by completing and returning Proofs of Debt; raising credit notes and bad debt write offs; ensuring correct allocation of dividend cheques received.
- To arrange correct allocation of BACS payments received from external solicitors for debt and infringement cases.
- Completion of LBA, Claim and Judgment instruction spreadsheet for Debt Advisers in line with a Salesforce report confirming suitable cases. For Scotland and Northern Ireland copies of contracts and invoices also required.
- Collating contracts, invoice and other documentation and uploading to the correct case on Salesforce for the debt and infringement advisers.
- Raising Salesforce tickets
- PLH and DPS enquiries with local authorities
- Daily checking of the Enforcement team email inbox, distributing emails/queries to the appropriate debt and team adviser
- To carry out investigations on the internet and Facebook to gather intelligence on premises using music without a PPL PRS Ltd licence for the infringement advisers.
- To instruct tracing agents.
- To assist with preparation of case files maintaining a high level of accuracy and attention to detail
- To check music usage evidence provided by external agents against PRS and PPL repertoires for infringement advisers.
- To work co-operatively and supportively with other teams in order to ensure the customer experience is positive
- To develop and maintain knowledge of core licensing processes and procedures including tariffs.
- To maintain accurate notes in the system
- To undertake other tasks as reasonably requested

Your experience

Essential:

- Must be computer literate (Microsoft Office, Excel, Word and Powerpoint)
- Must be proactive with an inquisitive mind to be able to research and interrogate the internet for venue and ownership information
- Must be able to follow instructions and maintain a high level of attention to detail
- Ability to prioritise and organise a high caseload.
- Able to work on own initiative and as part of a team.
- Excellent communication skills

Person profile

- Communication and Influencing
- Planning and Organising
- Prioritising
- Attention to Detail
- Drive for Results
- Customer Service
- Quality and Accuracy
- Relationship Management
- Stakeholder Management
- Approachable
- Professional
- Conscientious
- Problem Solving and Analysis

The sort of person we are looking for

You'll find a collaborative spirit everywhere in our organisation. We are a genuine team, working together, looking out for each other and, most importantly of all, united for music.

So, if you're a determined individual who takes pleasure in providing quality customer service, solving problems and seeing projects through to completion, you're probably the kind of person we need... And if you enjoy working collaborative as part of a team, all the better!

Passionate about music too? Now you're really talking our language. And if you happen to think logically, get to the point fast and like to have a laugh along the way, come in, sit down and tell us why you think you'd fit right in.

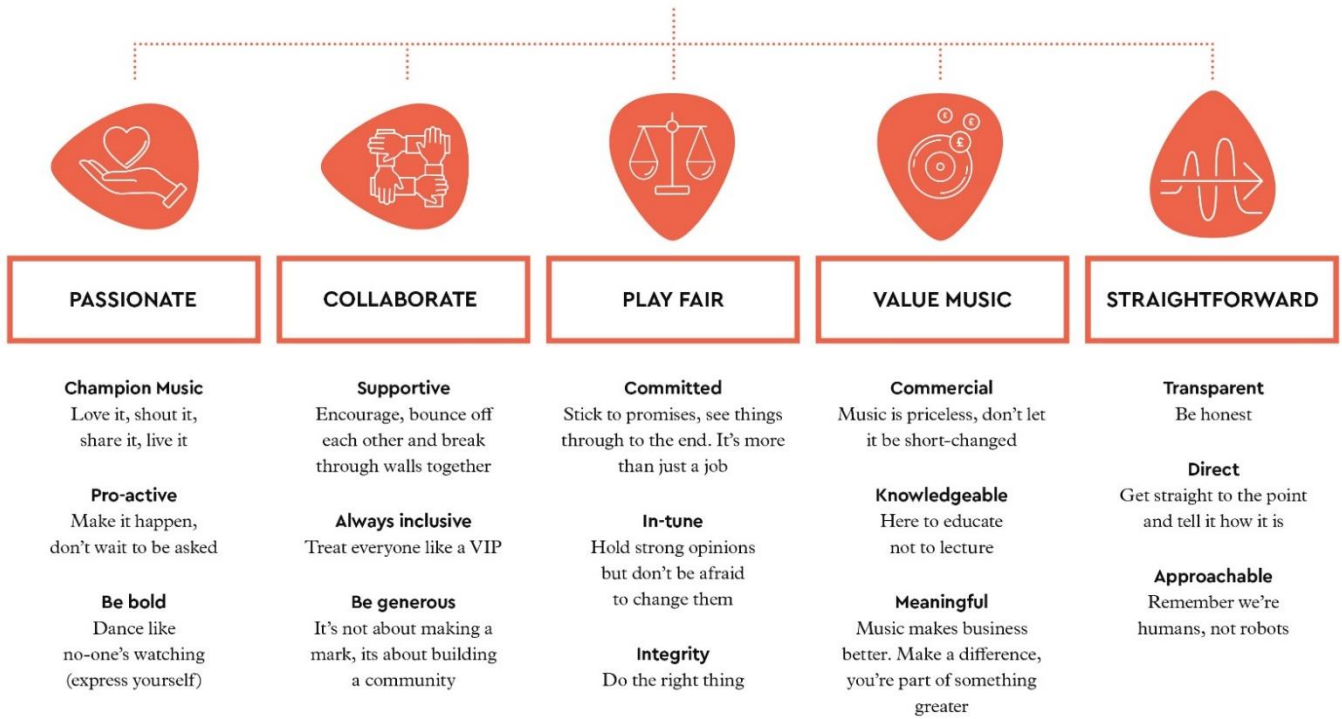
Even more reasons to join us

At PPL PRS we are very proud of our generous benefits package that every band member (that's right, our employees are called band members) has the opportunity to receive. As well as offering a competitive salary, we also have some great additional perks to make life more fun and financially beneficial for you.

Working for us should be enjoyable and fulfilling and we want to maximise your potential; this is why we will invest in your personal and professional development to nurture your ambitions and reward performance.

- 25 days annual leave, plus statutory bank holidays
- A fantastic pension scheme with an employer contribution of up to 9%
- Working in newly refurbished offices in a fantastic location in the heart of Leicester's vibrant city centre
- Simplyhealth cash plan to look after your health and wellbeing
- Life assurance 4x your annual salary
- £120's worth of music vouchers every year to spend on **anything** music related
- Exciting employee events, from music industry special guests to in-house open mic nights
- Discounted gym membership
- Discounted rates on public transport
- Regular discount schemes with local retailers, bars and restaurants
- Eyecare vouchers to help look after the health of your eyes
- 24/7 employee assistance helpline
- Performance based company bonus scheme
- Group income protection benefit
- 'You Rock' Employee Recognition Scheme
- An environment that nurtures ambition & rewards performance
- A company that offers real life progression and development as well as training & education opportunities at every level

The Best Music Licensing Experience in the world



How to join PPL PRS and become a band member

Have we stuck a chord? Would you like to join PPL PRS and become a band member? Then we would love to hear from you!

All you have to do is send your CV and a covering letter to recruitment@pplprs.co.uk and tell us what makes you stand out from the crowd and why you think you'd fit right in.

PPL PRS Ltd, Mercury Place, St. George Street, Leicester, LE1 1QG
pplprs.co.uk

