

COORDINATOR I
Foreign Levies Department
April 19, 2024

The Writers Guild is currently seeking qualified applicants for the position of Foreign Levies Coordinator I. This is a full-time, non-exempt position with full benefits. This is a hybrid position with 3 in office days and 2 remote days.

Under the direct supervision of the Foreign Levies Coordinator II and III, Coordinator I serves as a customer service lead for the Foreign Levies Department.

The position is responsible for managing all Foreign Levies Program inquiries, determining writing credits on non-WGA covered projects, and researching undistributable funds to identify lawful payees. The Foreign Levies Coordinator I is also responsible for processing all check reissues and communicating directly with writers who have been paid by the Foreign Levies Department.

The ideal candidate should have an interest in research, a willingness to work independently, an enthusiasm to learn new computer programs, and strong customer service and organizational skills.

ESSENTIAL FUNCTIONS

- Serves as the customer service lead for the department by ensuring all correspondences are resolved and in timely manner
- Research and determine writing credits on non-WGA covered projects
- Locate and verify lawful payees including loan outs, heirs and other representatives such as foreign collection societies who may file a claim on behalf of the writer
- Resolve disputes title claims with foreign Collection Management Organizations on distribution file
- Processes all Foreign Levies check reissue requests from internal departments and responds to verbal or written check reissue requests from Guild members, non-members and/or their representative(s).
- Researches and identifies inaccurate foreign levies payments
- Match titles received from foreign collection societies to the projects in the Athena and Foreign Levies databases for payment distribution
- Other duties as required

OCCUPATIONAL REQUIREMENTS

The successful applicant must have an accounting background or equivalent work experience. Must have excellent research skills and the ability to analyze complex issues. Highly proficient in MS Word for Windows, Access and must possess strong Excel skills with the ability to analyze large pools of data. Have three years or more experience setting up and maintaining database programs. Must have good oral/written communication skills to effectively interact with staff, members and outside contacts. Must be able to discuss issues and payment problems with writers and identify the proper procedures. Must be detail oriented, well organized, and have excellent follow-through skills. Must have good time management and mathematical skills, and the ability to type 50 WPM. Must be able to discuss and appreciate impact of procedures in other areas of the Guild. This person interacts with staff and members on sensitive and

highly confidential matters in a personable and professional manner and is reliable. The successful applicant must be able to work under a minimum of supervision.

PHYSICAL REQUIREMENTS

This person should be able to occasionally lift and carry 10-20 pound boxes, bend, stoop, reach, sit, twist, move arms, wrists and fingers.

MENTAL REQUIREMENTS

Must have the ability to: comprehend and follow instructions; communicate correct information to callers; perform activities on schedule, maintain regular attendance and punctuality and interact with others courteously and professionally. Must have the ability to multi-task and remain calm and focused under pressure.

ENVIRONMENTAL CONDITIONS

Does not require working near hazardous equipment or machines. Low exposure to noise, dust, gas, odors, fumes.

Salary:

The salary range for this position is \$46,000 - \$55,000 annual.

To Apply:

Interested applicants should email **cover letter and résumé** to the Human Resources Department of the Writers Guild at [Recruitment](#).

For more information on the WGAW, please visit: www.wga.org

WGAW is an equal opportunity employer. We strongly encourage qualified people with diverse backgrounds to apply.