

Job Vacancy

Public Performance Malaysia (PPM) Berhad is a Licensing Body declared by the Intellectual Property Corporation of Malaysia (MyIPO) pursuant to the Copyright (Licensing Body) Regulations 2012. PPM represents all eligible Malaysian and locally-incorporated recording companies and/or international recording companies.

On behalf of its members, PPM, as a collective licensing body, is responsible for issuing licences and collecting royalties from commercial users of sounds, music videos and/or karaoke recordings

We are looking for highly-motivated and energetic candidates to fill the following challenging position at our Kuala Lumpur head office which is located at Solaris Mont' Kiara.

IT Assistant

Responsibilities:

- Perform windows-based set-up, format, back up, restore, migrations, configurations and troubleshooting for desktop software, hardware, printers, routers and other networking devices.
- Take through care of software licenses and other IT inventories to modernize records subsequently.
- Knowledge of Active Directory User, File Securities and Email Management.
- To maintain and monitor server network and CCTV System.
- To engage with IT Supplier on hardware and software renewal and others IT facilities equipment.
- Installing, Configuring, Testing, and Maintaining networks-related operating systems, application/software/management tools.
- Troubleshooting, diagnosing and resolving hardware, software and other network and system problem.
- Developing and implementing a comprehensive plan to secure organization's IT infrastructure and networking.
- Keeping up to date with IT security standards and threats development.
- Perform any other job/function that may be assigned from time to time

Requirements:

- Minimum Diploma or equivalent
- Able to work with minimal supervision and direction.
- Ability to work as a team
- Knowledge in basic programming will be an added advantage
- Pleasant personality, honest, self-motivated and willing to learn

Interested candidates are invited to e-mail full detailed resume, a copy of NRIC & recent passport-sized photograph to hr@ppm.my

Website: www.ppm.my

Please note only short-listed candidates will be notified.