

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.

Receptionist cum Admin Assistant

Responsibilities:

- Accountable for greeting guests, customers, job applicants and other visitors and notify associates of their arrival as appropriate;
- To assist Human Resource & Administration department on all administrative matters;
- To oversee general office administration and cleanliness of the office. Liaise and coordinate with vendor/suppliers on general office administration matters e.g. florist, hotel room, flight booking, dinners, conventions, meetings, storage, season parking and others employee related matters;
- To conduct quantity and visual check on all incoming deliveries and ensure that all out-going mail through post/ courier are sent out on a timely manner and also distribution of all incoming mail to recipients;
- To maintain and monitor office equipment and ensure all are in good working condition. Maintain a listings of equipment and gadgets to safeguard the office equipment and ensure that proper storage with required security such as locks and etc. are in place;
- Any other duties as may be assigned to you from time to time.

Requirements:

- Minimum Diploma/Advanced/Higher/Graduate Diploma in related field
- At least 2 years working experience as a Receptionist cum Admin Assistant
- Knowledge in MS office (MS word, excel, Access & PowerPoint)
- Ability to prioritize projects and strong problem-solving skills
- Able to communicate (read and write) in English & Bahasa Malaysia
- Able to work with minimal supervision and direction
- Pleasant personality, honest, self-motivated and willing to work and 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