

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.

Licensing Admin Clerk (Contract Staff)

Responsibilities:

- Providing clerical support to the Licensing Department effectively and efficiently.
- Performing routine clerical functions such as processing application forms, key-in data, generating licensing documents, and maintaining paper and electronic files.
- Performing general clerical duties including but not limited to photocopying, faxing, mailing, and filing
- Answering incoming & outgoing calls by providing information to callers about general licensing enquiries
- Carry out ad-hoc tasks, duties and assignments as and when required

Requirements:

- Minimum SPM or equivalent
- With administrative working experience will be an advantage
- Knowledge in MS office (MS word, excel & PowerPoint) and experience in CRM System will be an added advantage
- Able to provide administrative & clerical support & handing calls.
- Must be able to communicate (read and write) in Malay & English
- Able to work with minimal supervision and direction.
- Ability to work as a team
- 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

Please note only short-listed candidates will be notified