

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.

版权费分配助理

职责：

What will your roles be:

- 负责版权费分配与会员部门的日常行政工作
Extensive Administrative duties in support of Distribution & Membership Department
- 处理部门事务
Attend to department matters and enquiries
- 执行上级领导安排的其他工作
Perform any other job/function that may be assigned from time to time

任职要求:

Who are we looking for to fit the role:

- SPM 或以上学历，欢迎 SPM 离校生申请
Minimum SPM or equivalent, School-leavers are encouraged to apply
- 熟练操作 Microsoft Word, Excel & PowerPoint 等办公软件
Knowledge in MS office (MS word, excel & PowerPoint)
- 拥有辨认项目优先级的能力和解决问题的技巧
Ability to prioritize projects and strong problem-solving skills
- 懂得读写华语（包括汉语拼音），英语和马来语
Must be able to communicate (read and write) in Mandarin (***hanyu pinyin***), English & Bahasa Malaysia
- 有能力在最少的监督和指导下工作
Able to work with minimal supervision and direction
- 拥有基本的财务知识将会是一个优势
Knowledge in basic accounting will be an added advantage
- 具备认真、严谨的分析能力，具备良好的沟通、协调、组织能力。有上进心，好学，有责任感。
Pleasant personality, honest, self-motivated and willing to learn