

## 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.

### Data Management Clerk (Contract)

#### Skills & Experiences:

- Minimum Diploma In Administrative /Data Management or equivalent
- Good interpersonal, personal and communication skills
- Good command of written and spoken English/BM will be an advantage
- Computer skills with proficient in MS Office applications (Adobe Photoshop and other design skills an advantage)
- Pro-active and able to work independently with minimal supervision, eye for details and a team player
- Ability to work under pressure to meet targets and short deadlines
- Experience in data management & data analyst activities, and project management are an advantage
- Pleasant personality, honest, self-motivated and willing to learn

#### Responsibilities & Accountabilities:

- To extensive Administrative duties in support of Data Entry and Analyst
- To performing routine clerical and administrative functions and duties
- To assist liaise with Members on the contents related matters
- To assist with fulfilment of marketing promotions and execution of marketing events
- To assist in the creation of all marketing and communications activities such as marketing collateral production, advertising and promotional programs
- To perform any other job/function that may be assigned from time to time

Interested candidates are invited to e-mail full detailed resume, a copy of NRIC & recent passport-sized photograph to [hr@ppm.my](mailto:hr@ppm.my). Please note only short-listed candidates will be notified.