

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 (Broadcast)

Skills & Experiences:

- Minimum Diploma in Administrative /Data Management or equivalent
- 1-3 years administrative working experience preferred
- Good interpersonal and communication skills, integrity, self-motivation, and a strong willingness to learn
- Excellent command of written and spoken English/BM
- Good command of written and spoken Mandarin and / or a third language an advantage
- Effective research, presentation, and writing skills. Proficient in computer skills, including MS Office applications; knowledge of Adobe Photoshop and other design skills is an advantage
- Outgoing personality, excellent people skills, strong teamwork and communication abilities, and well-developed organization and planning skills
- Proactive and able to work independently with minimal supervision, possesses an eye for detail, and is a strong team player
- Ability to work under pressure to meet targets and tight deadlines
- Experience in collateral production, marketing, PR activities, and project management is an advantage.

Responsibilities & Accountabilities:

- Providing administrative and clerical support to the Broadcast/Non-Mass Market Licensing in an effective and efficient manner, and to assist with the administrative tasks to ensure the smooth running of the department
- Performing routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers with regards to general licensing enquiries
- Performing general clerical duties to include but not limited to photocopying, faxing, mailing, and filing
- Assisting in reports compilations for management decision making.
- 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. Please note only short-listed candidates will be notified.