

Job Vacancy

Public Performance Malaysia (PPM) Berhad is a Collective Management Organisation ("CMO") 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 CMO, 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 position at our Kuala Lumpur head office, which is located at Solaris Mont' Kiara.

Senior Human Resources and Administration (HR & Admin) Executive

Responsibilities:

Recruitment & Onboarding

- To implement and oversee the full recruitment cycle, including job postings, candidate sourcing, pre-screening, and interview coordination.
- To monitor and assist newly hired employees with probation reviews and evaluations.

Employee Lifecycle Management

- To manage employee confirmation, termination, and contract renewals.
- To handle disciplinary matters, staff counselling, grievance management, and employee relations in compliance with Malaysian Labour Law.

Payroll & Attendance Management

- To oversee payroll functions, including attendance tracking, leave management, and payroll preparing and processing for the office.

Training & Development

- To identify training needs and coordinate employee learning and development programs.

Compliance & Governance

- To ensure company adherence to employment laws and internal policies.
- To track regulatory changes and implement necessary policy or process updates.

HR Administration & Reporting

- To maintain and update employee records, including personal information and HR documentation.
- To prepare HR-related reports with accuracy and timeliness.
- To assist in internal and external audits related to HR functions.

Office Administration

- To oversee office operations, including utility payments and procurement of office supplies.
- To support ad-hoc HR and administrative tasks as required.
- To assist the Chief Executive Officer in relation to all secretarial duties and functions.
- To perform any other duties as may be assigned to you from time to time.

Requirements:

- A **MINIMUM of 3-4 YEAR(S) OF EXPERIENCE** in HR and Admin role with good leadership skills.
- Required to possess at least a diploma or bachelor's Degree or in human resources, business administration or a related field.
- Proven experience in HR and office administration roles.
- Strong knowledge of labour laws, statutory filings and HR best practices.
- Proficient in MS Excel, Word, Access, PowerPoint and HR software.
- Excellent verbal and written communication skills in English and Bahasa Malaysia, proficiency in Mandarin will be an added advantage.
- Excellent interpersonal skills and a proven ability to solve problems.
- Strong organisational and time-management skills, with the ability to handle multiple tasks simultaneously.
- Ability to interact professionally with all levels of staff and external contacts.
- High level of accuracy and attention to detail in all tasks.
- Ability to maintain a high level of confidentiality.

Interested candidates are invited to e-mail a 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.