

## 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.

### Membership Assistant

#### What will your roles be :

- Attend to members' queries, membership and department matters
- Extensive Administrative duties in support of Distribution & Membership Department
- Perform any other job/function that may be assigned from time to time

#### Who are we looking for to fit the role :

- Minimum SPM or equivalent, School-leavers are encouraged to apply
- Good communication skills & must be able to communicate (spoken and written) in Malay and English
- Pleasant personality, honest, self-motivated and willing to learn
- Knowledge in MS office (MS Word, Excel & PowerPoint)
- Ability to prioritize projects and strong problem-solving skills
- Able to work with minimal supervision and direction

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.*