

## Job Vacancy

Public Performance Malaysia (PPM) Berhad is a Collective Management Organization (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 Collective Management Organization, 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.

### Distribution Admin

#### Responsibilities:

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

#### Requirements & Skills:

- Minimum SPM or equivalent
- School-leavers are encouraged to apply
- Knowledge in MS office (MS word, excel & PowerPoint)
- Ability to prioritize projects and strong problem-solving skills.
- Must be able to communicate (read and write) in Malay, English & Mandarin (hanyu pinyin)
- Able to work with minimal supervision and direction.
- Ability to work as a team
- Knowledge in basic accounting will be an added advantage
- Pleasant personality, honest, self-motivated and willing to learn

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)

Website: [www.ppm.my](http://www.ppm.my)

*Please note only short listed candidates will be notified.*