

## 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.

## Legal Admin

### Skills & Experiences:

- Minimum Diploma in any field or equivalent.
- Candidate with SPM and/or STPM with minimum 3 years working experience will be considered.
- An understanding of business requirements and sound commercial awareness.
- Well versed with Microsoft Office applications (MS word, excel & PowerPoint) and experience in CRM System will be an added advantage.
- Able to organize, prioritize, and efficiently execute a variable workload and multiple competing priorities.
- Excellent organizational and records management skills with attention to detail.
- Possess strong problem-solving skills, pleasant personality, honest, self-motivated and willing to learn.
- Able to provide administrative & clerical support & handling calls.
- Excellent interpersonal and communication (oral and written) skills to effectively communicate at multiple levels inside and outside of the organization.
- Able to work with minimal supervision and direction.
- Ability to work as a team.
- Pleasant personality, honest, self-motivated and willing to learn.
- Experience and knowledge in Intellectual Properties will be an added advantage.

### Responsibilities & Accountabilities:

- Providing administrative and clerical support to the Legal Department 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 legal enquiries.
- Performing general clerical duties to include but not limited to photocopying, faxing, mailing, and filing.
- Maintaining legal cases database and legal files, preparing and coordinating the issuance of letter and follow-up on debt recovery.
- Assist the management in recording meeting minutes, preparing board resolutions and supporting documentation.
- Must possess the demeanour, maturity, skill, discretion and professionalism to work and interact effectively with diverse internal and external constituencies.
- Carry out ad-hoc task, duties and assignments as and when required.

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.

