

If you are looking for a career with promising career prospect, join CASH where your contributions will always be valued.

Established in 1977, **Composers and Authors Society of Hong Kong Limited** ('CASH') is an internationally affiliated music copyright organisation acting for the interests of music composers and lyrics authors worldwide. Our primary objective is to look after the rights of music creators and to establish successful business relationships with music users at the same time.

To cope with strong business growth and needs, we are now looking for a self-motivated, responsible and high calibre talent to join our Documentation and Distribution Department.

Title : Assistant Officer

Department : Documentation and Distribution Department

Job Description:

- Data administration of musical works
- Handle enquiry and provide customer services to CASH members and musical publishers
- Support daily operation to meet team targets and participate in ad hoc assignments

Requirements:

- Higher Diploma or above with at least 1 year relevant working experience
- Good knowledge in MS office, preferable with Chinese typing
- Good command of both written and spoken English and Chinese. Basic knowledge in Japanese or Korean will have advantages.
- Attention to details, hardworking and willing to work overtime
- Passion, proactive, well-organized & career minded
- Demonstrated ability to work effectively in a fast-paced, deadline driven environment
- Knowledge in Excel VBA or PL/SQL programming will have advantages
- Passion in music an added value

Competitive remuneration and promising career prospect will be offered to the right candidate. If you are motivated to act for the interests of the international music composer community, please send us a letter introducing yourself with your CV and expected salary to hr@cash.org.hk.

www.cash.org.hk

Personal information by job applicants will be used strictly in accordance with the Personal Data Privacy Ordinance.