

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 to join our **Documentation & Distribution Department**.

### **Senior Officer**

#### **Documentation & Distribution Department [Documentation Focus]**

##### **Job Description**

The **Senior Officer** is responsible for supporting data administration tasks associated with musical work registration, ensuring that documentation and database entry for our composer, lyricist, and publisher members are consistently accurate. As CASH upholds its commitment to distributing royalties to members on a quarterly basis, the Officer's meticulous groundwork remains essential to maintaining timely and reliable processes.

##### **Responsibilities**

- Process accurate music work registration from music usage reports and members into the CASH database
- Respond to members' enquiries and provide feedbacks to CASH members and musical publishers
- Collaborate with other departments and explore new work process to achieve results
- Ad hoc tasks as required

##### **The Successful Applicant**

- Degree holder in any discipline with at least 2-3year working experience
- Experience in information database management an advantage
- Good communications skill

- Using MS office, Chinese typing a must
- Well organised, detail mind and a good team player
- Candidates with more experience will be considered as ‘Senior Officer’
- Passion in music an added advantage

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 forward your CV with a letter introducing yourself stating your expected salary to: [hr@cash.org.hk](mailto:hr@cash.org.hk).

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