

The Composers and Authors Society of Hong Kong (CASH) is a reputable organisation entrusted with the administration of music copyright (public performance rights) for our composers, lyricists, and music publisher members, we are currently experiencing significant business growth. We invite qualified individuals to apply for positions within our expanding **Documentation & Distribution Department**.

Documentation Assistant (6-month contract) [6-opening]

Documentation & Distribution Department

5-day work | Central, Hong Kong

Responsibilities

- Perform high-volume data entry of musical works into the internal database
- Execute routine updates of musical works to ensure database accuracy and integrity
- Conduct thorough information searching and data verification
- Provide administrative support to the team as assigned

Requirements

- Bachelor's Degree in any disciplines; prior experience in data entry is a plus
- Good typing skills in both Chinese and English are necessary
- Strong attention to details with a high level of accuracy
- Sense of responsibility and ability to work in a deadline driven environment
- Interest in music and film is an added value
- Foreign language skills (e.g. Japanese, Korean, Thai) are advantageous
- Renewable contract based on performance
- **Immediate availability is highly preferred**

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 stating your expected salary to hr@cash.org.hk.

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