

Established in 1977, the **Composers and Authors Society of Hong Kong** ('CASH') is an internationally affiliated copyright organisation acting for the interests of music composers and lyrics authors worldwide. Our key 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 and high calibre person to join our **Documentation & Distribution Department**.

### **Assistant Officer [4-Openings]**

#### **Responsibilities**

- ✧ The key responsibility is data administration of musical works to facilitate the smooth processing of the royalties distribution. Data administration includes:
  - ✧ Complete music work registration request received from our writer members, music publishers to the CASH database.
  - ✧ Music work repertoire matching
    - When our members' works are being public performed, they will be entitled to receive royalties from CASH collected on their behalf as we administer such rights. Therefore a database with when and where their works are being public performed is important.
    - CASH receives music reports from our clients such as YouTube, Apple Music, Sportify, concerts venues, etc, the Assistant Officer will assist in matching & updating those works in the CASH Music database system.
- ✧ Handle enquiries and provide customer services to members & music publishers.
- ✧ Support daily operation to meet team targets and participate in ad hoc assignments

#### **The Successful Applicant**

- ✧ Higher Diploma or above with at least 1 year relevant working experience
- ✧ Good knowledge in MS office, Chinese typing a must.
- ✧ Good command of both written and spoken English and Chinese.
- ✧ Well-organized & a good team player, passion in music an added value
- ✧ Knowledge in Excel VBA or PL/SQL programming will have advantages
- ✧ Fresh graduates welcome

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)