



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 **Membership, HR and CASH Music Fund Department**.

Assistant Officer [Five-day Work]

Responsibilities

The position plays an essential role in providing quality services to members and music partners. As a central bridging point internally and externally, your key duties include.

- Handle membership application and provide customer services to CASH members and related parties
- Work with internal & external parties to organize corporate events and members activities
- Provides administration support to the Department
- Performs other duties as assigned

Requirements

- Degree holder with minimum 1 year relevant working experience
- Good knowledge in MS office (MS Word, Chinese word processing, Excel)
- Strong interpersonal & communications skill with a positive working attitude
- Good manner, team work spirit and well organised
- A problem solver, responsible, willing to learn and can work independently
- Immediate availability is an advantage

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 to hr@cash.org.hk.

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