

RECRUITMENT



Music Rights Malaysia Berhad (“MRM”) is a non-profit organisation and a national one-stop joint venture licensing company, established by existing music licensing bodies with the endorsement of the Malaysian Government to provide fair and effective centralized copyright licensing convenience to music rights holders (songwriters, music publishers, recording companies, recording artistes & recording musicians) and commercial music users alike.

We are looking for a dynamic individual with credentials and vision to fill in the following position:

Licensing Officer

A. Skills & Experiences

- Bachelor’s degree in Law or Paralegal certification or similar (essential).
- 5 years of experience as senior business support, a blend of technical and legal skills/knowledge, an understanding of business requirements, and sound commercial awareness and paralegal experience.
- Excellent organisational and records management skills with attention to detail.
- Able to consult various sources and prepare the policy papers/agreement.
- Excellent interpersonal and communication (oral and written) skills to effectively communicate at multiple levels inside and outside of the organisation.
- Experience and knowledge in Intellectual Properties will be an added advantage.
- Well versed with Microsoft Office applications.
- Experience in AccPac & CRM System will be an added advantage.
- Able to organise, priorities, and efficiently execute a variable workload and multiple competing priorities.
- Possess strong problem-solving skills, pleasant personality, honest, self-motivated and willing to learn.

B. Responsibilities & Accountabilities

- Providing legal interpretation service to the company’s management on different factors on the present laws and regulatory needs.
- Providing management with effective legal advice on business issues and company strategies, selecting and overseeing the work of outside counsel, drafting and editing complex commercial agreements, forms, letters etc. and ensuring the company operates in compliance with applicable laws and regulations.
- Provide advice to HR department on employment labour law and benefits issues, prepare and negotiating contracts and agreements such as joint venture agreements, government contracts, sales contracts, advertisement and media release notice, and providing litigation support.
- Work with respective departments to ensure successful operations in compliance with applicable laws and ensure the consistency of corporate policies & procedures.
- Assist the management in recording meeting minutes, preparing board resolutions and supporting documentation.
- Assist all departments in identifying, and analysing legal issues, prepare documents, presenting clear recommendations and assuring corporate legal compliance and government requirement
- To provide legal and administrative support, including preparing, examining and/or reviewing all legal and compliance related documents, contracts, agreements, form addendums, reports etc. for the company to ensure comprehensive coverage of all legal and compliance aspects of the MRM's dealing.
- Performs legal support services for the Legal Department, maintains legal cases database and legal files (e.g. coordinating the issuance of Letter of Demand (LOD), make follow up on debt recovery), proofreading tasks including legal matter management.
- Deal with external parties (regulators, external counsel, government/ politicians and/or clients)
- Must possess the demeanor, maturity, skill, discretion and professionalism to work and interact effectively with diverse internal and external constituencies.
- Ability to travel, as needed, to attend government meetings.
- The task to aged debtors and make follow-up on the recovery.
- Carry out ad-hoc task duties and assignments as and when required.

*Five-day work week *Salary based upon qualification & experience *Posses own transportation

Interested candidates are invited to e-mail their CVs including present and expected salaries and recent passport-sized photograph to hr@mrm.my on or before **10 May 2019**. Only shortlisted candidates will be notified.