

The Construction Industry Council (CIC) was formed on 1 February 2007 under the Construction Industry Council Ordinance (Cap. 587). Our Mission is to strengthen the sustainability of the construction industry in Hong Kong by providing a communication platform, striving for continuous improvement, increasing awareness of health and safety, as well as improving skills development.



The CIC is looking for a highly talented individual to fill the position of:

## **Course Attendant (Part-time)**

### **The applicant must possess**

- (1) Level 2 or above in 5 subjects including English and Chinese in the HKDSEE; or Level 2 / Grade E or above in 5 subjects including English and Chinese in the HKCEE; or equivalent;
- (2) a minimum of 2 years post-qualification work experience; and
- (3) knowledge in classroom equipment operation including computer, projector and audio system is preferred.

*(Applicants who do not possess the required qualifications and / or experience may be considered for other positions within the organisation.)*

### **Duties include**

- (1) to perform general administration duties include handling documents, data entry, filing, etc;
- (2) to prepare training materials, set up equipment and maintain attendance record;
- (3) to arrange photo taking, safety cards issuance, invigilation and tuition fee collection for the trainees; and
- (4) to carry out any other duties as assigned from time to time by the CIC.

### **Applications**

The position is on a time-limited fixed-term contract subject to operational needs.

Please send an updated curriculum vitae, the results of English and Chinese Language obtained in public examinations, current and expected salary together with a covering letter stating one's suitability for the job and quoting the job reference number **(17 / PTCOA – 005M)** to [hrds@ciic.hk](mailto:hrds@ciic.hk) or by mail to the address below on or before **23 January 2017**. For further details on CIC please refer to website: <http://www.cic.hk>.

*Manager - Human Resources  
Construction Industry Council  
38/F, COS Centre  
56 Tsun Yip Street  
Kwun Tong, Kowloon*

All information provided by applicants will be treated in strict confidence and used for consideration in relation to the relevant post within the organisation. All personal data of unsuccessful applicants will be destroyed within two years from the date of the application deadline. Applicants who are not invited for an interview within 8 weeks may consider their application unsuccessful.

此文件關於招聘。如有需要索取此文件的中文版本，請致電2100 9019或以電郵dorathylam@hkciic.org與林女士聯絡。



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