

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:

Senior Officer – Corporate Communications

The applicant must possess

- (1) a recognised degree in marketing / communications / business administration or other related discipline;
- (2) a minimum of 5 years post-qualification work experience in corporate marketing and event management;
- (3) proficiency in Illustrator, Photoshop, Microsoft applications, Chinese word processing and website management;
- (4) excellent project management and interpersonal skills;
- (5) meticulous, proactive and flexible character, with a "can-do" attitude and be a good team player;
- (6) ability in time management and work independently under pressure; and
- (7) good command of both written and spoken English and Chinese.

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

Duties include

- (1) to initiate and implement publicity campaigns, such as advertising campaigns, corporate events, site visits, ad hoc events, etc;
- (2) to co-ordinate with various vendors for the production of publicity materials (including TV commercials) and the smooth arrangements of publicity campaigns;
- (3) to formulate effective promotional strategies with specific target audience, ranging from

- industry stakeholders to members of general public;
- (4) to act as an ambassador to promote the CIC and the construction industry;
 - (5) to provide a full range of support and execution for various events and promotional activities; and
 - (6) to carry out any other duties as assigned from time to time by the CIC.

Applications

The position is on a renewable fixed-term contract (subject to performance and operational needs) for a period of 2 years.

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 / SO – CC – 006K)** to hrds@cic.hk or by mail to the address below on or before **26 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