

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:

Assistant Manager – Council Services

The applicant must possess

- (1) a recognised degree preferably in business administration or engineering;
- (2) a minimum of 7 years post-qualification working experience in providing secretariat or administrative support to sizable organizations; experience in budget control, planning and / or project management is preferred;
- (3) excellent command of both written and spoken English and Chinese;
- (4) a high level of integrity and a sense of accountability;
- (5) strong interpersonal skills; and
- (6) a proactive, resourceful, energetic character and can work independently.

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

Duties include

Report to Manager – Council Services, the incumbent is responsible:

- (1) to provide secretariat support to the CIC, its committees and task forces as well as its associated meetings, including preparation of papers and minutes for the meetings;
- (2) to coordinate assignments undertaken by outside vendors and consultants;
- (3) to liaise with stakeholders and relevant parties on matters in relation to the construction industry;
- (4) to arrange and organise workshops, seminars and conferences;

- (5) to plan, co-ordinate and carry out duties in organising events in relation to the construction industry; 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 / AM – CS – 022K)** to hrds@cic.hk or by mail to the address below on or before **28 February 2017**. For further details on CIC please refer to website: <http://www.cic.hk>.

*Manager - Human Resources
Construction Industry Council
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Kwun Tong, Kowloon*