

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:

Executive Secretary

The applicant must possess

- (1) a recognised degree, preferably with formal secretarial training;
- (2) no less than 7 years experience in similar capacity serving the top management in a sizeable organisation;
- (3) good organisation skills, proactive work attitude, and ability to manage multiple tasks with good time management to meet strict deadlines;
- (4) be discreet and tactful when dealing with confidential information and sensitive matters;
- (5) presentable and mature with strong interpersonal and communication skills;
- (6) be proficient with MS Office software application (Excel, Word and PowerPoint); and
- (7) excellent command of both written and spoken English and Chinese is a must.

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

Duties include

The appointee will report directly to the Chairman as well as the Executive Director and will play an important role in assisting the two senior executives in monitoring all sorts of business and operational activities.

- (1) to provide full spectrum of business and professional secretarial support to the Chairman as well as the Executive Director including effective management of work plans, prioritisation of tasks according to upcoming issues and keeping an up-to-date schedule of

appointments;

- (2) to co-ordinate the logistic arrangements for business trips, meetings, video and telephone conferences;
- (3) to draft correspondences and replies for the Chairman as well as the Executive Director in a professional manner and to assist in the compilation of management reports, statistics, presentations and meeting agendas;
- (4) to handle information flow, keep track of business processes and maintain an effective and efficient filing and record system;
- (5) to communicate and coordinate with internal and external parties on business issues and operational activities, including Council and Committee Members, government officials, industry stakeholders and management staff;
- (6) to provide support in CIC events and ad-hoc assignments as and when required; and
- (7) to carry out any other duties as assigned from time to time by the Chairman as well as the Executive Director.

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 / ES – 023K)** 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
38/F, COS Centre
56 Tsun Yip Street
Kwun Tong, Kowloon