

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.



CIC develops the first Zero Carbon Building (“ZCB”) cum Public Open Space in Hong Kong. The ZCB is a showcase of the state-of-the-art eco-building design and technology to the construction industry internationally and locally, with the aim to raise community awareness of sustainable living in Hong Kong.

We are seeking an outstanding professional who is passionate about creating leading edge solutions for green, innovative and dynamism to manage the development, operations and enhancements of the ZCB.

Officer – Marketing & Events (Temporary)

The applicant must possess

- (1) a recognised degree in Sales and Marketing / Communications / Events Management or related disciplines;
- (2) a minimum of 3 years post qualification experience in event management;
- (3) proven experience in managing sizeable events, preferably exhibition;
- (4) knowledge or interests in environmental and sustainability issues preferable;
- (5) experience in PR agencies would be advantageous;
- (6) sound knowledge in application of digital media for marketing and publicity;
- (7) flexibility to work independently under minimum supervision and tight deadline as well as a strong team player; and
- (8) excellent 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 coordinate between event agencies and exhibitors to ensure timely and quality delivery of the Climate Change and Smart Living Exhibition by mid-May;
- (2) to organise the opening ceremony of the captioned exhibition;
- (3) to produce traditional and digital marketing collaterals, including website and social media for promotion and publicity of the said exhibition; and
- (4) to carry out any other duties as assigned from time to time by the CIC.

Applications

The position is on temporary basis for 4 months.

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 / O – ME (ZCB) – 027K)** to hrds@cic.hk or by mail to the address below on or before **3 March 2017**. For further details on CIC please refer to website: <http://www.cic.hk>.

Manager - Human Resources
Construction Industry Council
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