

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 – Registration Services

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, preferably in customer services;
- (3) at least 25 words per minute in Chinese typing; and
- (4) good command of both written and spoken English and Chinese (including Putonghua).

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

Duties include

- (1) to assist in the daily operation of the Registration Services provided by the CIC;
- (2) to handle applications for various registration schemes, including issuing registration cards / letters, and updating registration status;
- (3) to serve visitors and answer enquiries in relation to registration services; and
- (4) 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. To cope with the operation needs (opening 7 days a week) of the

Service Centre, the incumbents will be required to work on Saturdays, Sundays and Public Holidays on a roster basis with a 5-day working week.

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 / A – RS(SRS) – 031W)** to hrds@cic.hk or by mail to the address below on or before **10 March 2017**. For further details on CIC please refer to website: <http://www.cic.hk>.

Manager - Human Resources
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