

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 – Cooperative Training Scheme**

### **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 3 years post-qualification work experience, preferably in accounting / general administration;
- (3) proficiency in Microsoft application software (including Word, Excel, PowerPoint, etc) and Chinese word processing;
- (4) a high level of integrity and a good sense of responsibility; and
- (5) 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 provide administrative support for the various Collaborative Training Schemes in order to ensure the smooth and effective running of the training schemes;
- (2) to perform general administration duties include handling documents, data entry, filing and reservation of conference / meeting room, etc; and
- (3) to carry out any other duties as assigned from time to time by the CIC.

## Applications

The position is on a time-limited fixed-term contract subject to operational needs.

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 – DSS – 041H)** to [hrds@cic.hk](mailto:hrds@cic.hk) or by mail to the address below on or before **28 March 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*