

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:

Senior Officer – Human Resources

The applicant must possess

- (1) a recognised degree in Human Resources Management or other related discipline;
- (2) a minimum of 5 years work experience in Human Resources Management in sizeable organisations, with payroll experience is preferable;
- (3) good understanding of Employment Ordinance and other employment-related legislations;
- (4) sound knowledge and proficiency in the development and / or operation of Human Resources Management Systems;
- (5) mature, resourceful, target-oriented character and able to communicate with people from all levels;
- (6) pro-active and attentive to details, ability to meet tight schedule and work independently under pressure; and
- (7) 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 support Assistant Manager – Human Resources to perform full spectrum of human resources functions including recruitment & selection, compensation & benefits, performance management, employee relations and etc.;
- (2) to oversee full recruitment and employment cycle including but not limited to job advertisement and application screening, interview, job offering, contract preparation,

- salary proposal recommendation, on boarding arrangement, etc;
- (3) to implement and administer various compensation & benefit functions, including payroll, retirement schemes, tax compliance & reporting, medical & insurance policies and other fringe benefits;
 - (4) to assist in the development and implementation of e-recruitment under Human Resources Management System (HRMS) which includes but not limited to database management, preparation of the User Manual, conduct User Training and User's Acceptance Test;
 - (5) to assist in preparing budgeting, manpower resources planning and support in various ad hoc projects;
 - (6) to provide secretariat support to various committees and meetings;
 - (7) to compile management reports and draft correspondences, reports, discussion papers and minutes, etc; and
 - (8) to carry out any other duties as assigned from time to time by 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 / SO – HR – 123U)** to hrds@cic.hk or by mail to the address below on or before **27 July 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*

All information provided by applicants will be treated in strict confidence and used for consideration in relation to the relevant post within the organisation. All personal data of unsuccessful applicants will be destroyed within two years from the date of the application deadline. Applicants who are not invited for an interview within 8 weeks may consider their application unsuccessful.

此文件關於招聘。如有需要索取此文件的中文版本，請致電2100 9024或以電郵hr@cic.hk聯絡。

