

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:

Officer – Cooperative Training Schemes

The applicant must possess

- (1) a recognised degree, preferably in Marketing, Business Management or relevant disciplines;
- (2) a minimum of 3 years' post-qualification work experience in marketing / accounting / construction related fields or project execution;
- (3) ability to accomplish assigned tasks independently and with quality to meet strict deadlines;
- (4) a high level of integrity and a good sense of responsibility; meticulous, attentive to details and sensitive to figures;
- (5) good planning and organisation skills, proactive working attitude and willingness to take up responsibilities;
- (6) resilience and adaptability to changes;
- (7) strong interpersonal and communication skills;
- (8) proficiency in Microsoft application softwares (including Word, Excel, PowerPoint, etc) and Chinese Word Processing; and
- (9) 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

- (1) to executive the daily operation of various Collaborative Training Schemes;
- (2) to coordinate all the work related to the Collaborative Training Schemes including but not limited to trainee recruitment, promotional and marketing activities;

- (3) to assist in developing, reviewing and revising the training syllabus;
- (4) to prepare correspondences, work plans, reports, presentation files, and meeting agenda, papers, minutes as well as any other documents;
- (5) to assist in planning and carry out business plan and initiatives for improving the quality of construction training and any other relevant services;
- (6) to assist in the liaison with stakeholders, including government departments, trade associations, professional bodies, labours unions and construction companies with regard to the implementation and development of training schemes;
- (7) to provide support in CIC events and ad-hoc assignments as and when required; and
- (8) to carry out any other duties as assigned from time to time by the Executive Director.

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 / O – CTS – 200H)** to hrds@cic.hk or by mail to the address below on or before **15 December 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。

