

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 Manager – Administration

The applicant must possess

- (1) a recognised degree preferably in facilities management / business management or other related discipline;
- (2) a minimum of 7 years' post-qualification relevant and concrete work experience in facilities management / office administration, with experience in monitoring outsource contractors is preferred;
- (3) solid project planning and management skills and can demonstrate strong abilities in organisation, setting priorities, documentation and multi-tasking;
- (4) good knowledge in corporate insurance with the ability to handle various insurance cases and user enquiries;
- (5) excellent interpersonal, communication, and presentation skills with the ability to interact with various stakeholders;
- (6) a flexible mindset and the ability to work under pressure to meet the set objectives of the organisation; and
- (7) excellent command of both written and spoken English and Chinese; hands on experience in preparing manuals, schedules, tender documents and discussion papers is preferred.

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

Duties include

- (1) to plan, coordinate and monitor the services provided by the Facilities Management &

Administration Team, including cleaning, security guard, smart card, telephone system, call centre service, internal and external dispatch, workflow automation system, car pool, stationeries, printing, gardening, etc;

- (2) to manage the outsource contracts and to monitor the work of the outsource contractors in the provision of administration services to all CIC's premises;
- (3) to compile and analyse facilities data and to produce regular reports on administration services;
- (4) to provide administration support for new / renovation projects when required;
- (5) to manage the various insurance services including policies renewal, enquiries, advices, claims, etc;
- (6) to plan and control the budget in relation to office administration;
- (7) to support in Administration services related procurement process including preparation of tender document, tenders analysis and making recommendations;
- (8) to formulate and update the operation and procedure manual in relation to Administration services;
- (9) to assist in the initiatives related to "Green Environment" and "Energy Saving"; and
- (10) 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 / AM – A – 203U)** to hrds@cic.hk or by mail to the address below on or before **20 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。

