

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 – Exhibition and Tour Services (Part-time)**

The Construction Industry Council has several vacancies for the above position in Kowloon Bay.

### **The applicant must possess**

- (1) a recognised diploma / higher certificate, holding a degree will be an advantage;
- (2) excellent interpersonal, communication and presentation skills;
- (3) out-going character and enjoy interacting with public visitors, and willing to learn new technology and latest hi-tech. products and solutions;
- (4) excellent command of both written and spoken English and Chinese (including Putonghua);
- (5) proficiency in Microsoft application software (including Word, Excel and PowerPoint, etc.) and Chinese word processing; and
- (6) fresh graduate and current students in the tertiary education sector are welcome to apply.

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

### **Duties include**

- (1) to act as a tour guide at Construction Innovation and Technology Application Centre (CITAC) and introduce the latest exhibition over the entire tour duration;
- (2) to interact proactively with visitors and assist visitors in enjoying the exhibits and games made available at exhibitions;
- (3) to continue learning and attending training sessions as needed when the exhibitions and exhibits continue to evolve;
- (4) to support the tour services such as guest registration, enquiries, feedback collection and

- logistic arrangements;
- (5) to manage the reception counter of the CITAC, including receiving visitors, answering telephone enquiries, etc.;
  - (6) to support other exhibition related work such as administrative tasks, exhibit checking, special visits, etc.; and
  - (7) 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 **(18 / PTO – ETS – 036K)** to [hrds@cic.hk](mailto:hrds@cic.hk) or by mail to the address below on or before **22 March 2018**. 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。

