

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 – Centre Administration**

### **The applicant must possess**

- (1) Level 2 or above in 5 subjects including English and Chinese in the HKDSEE; 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 administrative work and / or customer services;
- (3) a high level of integrity and a good sense of responsibility; and
- (4) proficiency in Microsoft application software (including Word, Excel and PowerPoint, etc.) and Chinese word processing.

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

### **Duties include**

- (1) to assist in the daily operations of the assigned department including but not limited to handling applications, answering enquiries from telephone and / or from visitors of service counters and assisting in the promotion of CIC services;
- (2) to perform general administration duties include handling documents and mails, data entry, filing etc; and
- (3) 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 **(18 / A – CA – 037M)** 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。

