

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 – Corporate Secretariat

The applicant must possess

- (1) a recognised degree, preferably in business administration, social science, language or construction-related discipline;
- (2) a minimum of 5 years' post-qualification work experience in providing secretariat or administrative support to sizable organisations; knowledge or experience in construction industry is preferred;
- (3) good command of both written and spoken English, Chinese;
- (4) proficiency in Microsoft application software (including Word, Excel, PowerPoint, etc.);
- (5) a high level of integrity, a sense of accountability and strong interpersonal skills; and
- (6) a proactive, resourceful, meticulous character and can work independently.

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

Duties include

- (1) to provide secretariat support to the CIC, its committees and Task Forces as well as its associated meetings, including preparation of bilingual papers and minutes for the meetings;
- (2) to be responsible for filing and record management of the CIC, its committees and task forces;
- (3) to coordinate assignments undertaken by outside vendors and consultants;
- (4) to liaise with stakeholders and relevant parties on matters in relation to the construction

industry;

- (5) to plan, arrange and organise workshops, seminars, events and conferences; and
- (6) 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 / SO – C-SECT – 040K)** to hrds@cic.hk or by mail to the address below on or before **26 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。

