

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 – Administration

The applicant must possess

- (1) a recognised degree, preferably in facilities management / business administration or other related discipline;
- (2) a minimum of 3 years' post-qualification work experience in office administration, experience in monitoring outsourced contractors is preferred;
- (3) sound knowledge in office administration / corporate insurances / occupational health & safety and / or environmental friendly initiatives;
- (4) good communication and interpersonal skills;
- (5) a follow-through and self-initiated character, customer-oriented mindset and the ability to work independently; and
- (6) 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 take charge of day-to-day co-ordination and operations provided by the Administration Team, including but not limited to cleaning services, security and access control, telephone system, internal and external dispatch, car pool services, resources allocation and deployment schedule, general office repair and maintenance etc.;
- (2) to assist in monitoring the performance of outsourced contractors in the provision of administration services to all CIC's premises;

- (3) to support ad hoc projects when required throughout the process of planning, execution, monitoring and controlling, and to ensure that the quality and progress of the work carried out by contractors / consultants / service providers be in a good standard;
- (4) to assist in handling various enquiries on administrative services and progress follow-up;
- (5) to consolidate data from various services providers, contractors, internal users for compiling monthly management reports;
- (6) to support the procurement process, preparation of tenders and term contracts related to facilities management and administration;
- (7) to plan and control the budget in relation to office administration; and
- (8) 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 / O – A – 042U)** to hrds@cic.hk or by mail to the address below on or before **30 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。

