

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.



## **Intern**

The Construction Industry Council has several vacancies for the above position. The position is of temporary basis from June to end of August 2018.

### **The applicant must**

- (1) be an undergraduate or post-graduate student in any discipline from a local university; major in construction / environment / engineering / business administration / legal / marketing / communication will be an advantage;
- (2) be proficient in Microsoft application software (including Word, Excel and PowerPoint, etc.) and Chinese word processing;
- (3) have good organisation, communication, and interpersonal skills;
- (4) be proactive, flexible, hard working and a good team player; and
- (5) have positive attitude with a "can-do" spirit.

### **Duties include**

- (1) to provide day-to-day administration support to the assigned department;
- (2) to assist in research and study on relevant information and topics;
- (3) to provide support at designated office on various projects and ad-hoc assignments to gain insight and experiences in construction industry; and
- (4) to carry out any other duties as assigned from time to time by the Executive Director.

### **Applications**

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 / INT – 043)** to [hrds@cic.hk](mailto:hrds@cic.hk) or by mail to the address below on or before **2 April 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](mailto:hr@cic.hk)聯絡。

