

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 – Registration Services**

### **The applicant must possess**

- (1) Level 2 or above in 5 subjects including English and Chinese in the HKDSE; 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 customer services;
- (3) high level of integrity and sense of responsibility;
- (4) proactive character, customer-oriented mindset and team spirit;
- (5) good communication and interpersonal skills;
- (6) proficiency in Microsoft application software (including Word, Excel, PowerPoint, etc.) and Chinese Word Processing; and
- (7) good command of both written and spoken English and Chinese (including Putonghua).

*(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 customer services for various registration schemes and related services under the CIC including outreach to construction sites as necessary;
- (2) to handle applications for various registration schemes and related services under the CIC;
- (3) to serve visitors and answer enquiries in good manners; and
- (4) 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.

To cope with the operation needs (opening 7 days a week) of the Service Centre, the incumbents will be required to work on Saturdays and Sundays on a roster basis with a 5-day working week. The opening hours of our Service Centres from 9:00am to 7:00pm.

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 – RS(WR) – 128W)** to [hrds@cic.hk](mailto:hrds@cic.hk) or by mail (please mark "CONFIDENTIAL" on the envelope) to the address below on or before **3 July 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。

