

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 – Administration

The applicant must possess

- (1) a recognised degree, preferably in operations management / business administration or other related discipline;
- (2) a minimum of 5 years' post-qualification work experience in office administration, with experience in monitoring outsourced contractors and supervising subordinates is preferred;
- (3) experience in handling wide-range of administrative and executive support;
- (4) ability to work independently with “can-do” spirit;
- (5) good organisational and problem-solving skills;
- (6) capability to manage multiple projects in a fast-paced environment;
- (7) professional, collaborative, reliable traits and customer-oriented mindset; and
- (8) positive attitude and strong ability to interact with employees at all levels of the Council, VIPs, guests, industry stakeholders, etc. to ensure overall customer-oriented experiences.

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

Duties include

- (1) to coordinate new hires onboarding process in close collaboration with HR, IT and Estate Office Team;
- (2) to organise, coordinate and manage day-to-day office operations to ensure organisational effectiveness, increase efficiency and provide a “harmonised” working environment;

- (3) to plan and manage office seating arrangements, coordinate changes and keep the internal systems updated;
- (4) to oversee office reception services to ensure that the overall customer services and experiences are the best in class;
- (5) to ensure all common areas and general office remain clean, tidy and safe; and to schedule regular deep cleaning as necessary;
- (6) to manage and oversee general office supplies, snacks and beverage;
- (7) to coordinate and communicate with office maintenance and services providers to ensure efficient operation of equipment and services;
- (8) to schedule maintenance and upkeep of office furniture, appliances, building and equipment;
- (9) to ensure timely submission of all vendors, leases and services invoices to Finance on time; and
- (10) 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 – A – 144U)** to hrds@cic.hk or by mail (please mark "CONFIDENTIAL" on the envelope) to the address below on or before **19 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聯絡。

