

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 Officer – Trade Testing (Temporary)**

### **The applicant must possess**

- (1) a recognised diploma or above;
- (2) a minimum of 3 year's post-qualification work experience in customer service and office administration;
- (3) proactive character and customer-oriented mindset;
- (4) quality of being presentable and mature with strong interpersonal and communication skills;
- (5) good organisational skills and ability to manage multiple tasks with good time management to meet strict deadlines;
- (6) proficiency in Microsoft application software (including Word, Excel and PowerPoint, etc.); and
- (7) good command of both written and spoken English and Chinese.

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

### **Duties include**

- (1) to support the daily operations of the CIC Aberdeen Trade Testing Centre including but not limited to answering enquiries, handling applications and assisting in the promotion of the CIC's services;
- (2) to support and coordinate the services in the new Trade Testing Service Centre;
- (3) to act as the ambassador of the centre to serve visitors and answer enquiries in good manners;

- (4) to perform general clerical duties and assist in planning of administrative work; and
- (5) to carry out any other duties as assigned from time to time by the Executive Director.

## Applications

The position is on temporary basis for 6 months.

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 / AO – TT – 143T)** to [hrds@cic.hk](mailto: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](mailto:hr@cic.hk)聯絡。

