

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:

Manager – Registration Services

The applicant must possess

- (1) a recognised degree, preferably in construction-related disciplines;
- (2) a minimum of 10 years' post-qualification work experience in customer services, secretariat support and / or registration scheme operations;
- (3) proactive character and ability to work independently;
- (4) proven leadership to motivate subordinates to achieve department and organisation goals;
- (5) a high level of integrity and a good sense of responsibility;
- (6) good time management, communication and interpersonal skills and be a pleasant team player;
- (7) logical thinking with excellent command of both written and spoken English and Chinese; and
- (8) proficiency in Microsoft application software (including Word, Excel and PowerPoint, etc.) and Chinese word processing is a must.

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

Duties include

Report to Senior Manager – Registration Services, the incumbent is expected:

- (1) to provide secretariat support to board, sub-committee and task force meetings including preparing agenda, papers and minutes according to the required format and time frame;
- (2) to prepare and monitor all the administration of the Registration Services including budget,

operational manuals, invoice tracking and settlement, correspondences received from external parties;

- (3) to oversee the operations of the CIC Service Centres (Sheung Wan, Nam Cheong, Tsing Yi, Kowloon Bay) and the back office cum call centre in Kwai Chung including roster arrangement, consistency in service delivery, new promotion and services proposition and delivery; be flexible to work in different locations;
- (4) to deliver seminars and receive visiting delegates from both local and overseas introducing the registration schemes and service offerings of the CIC;
- (5) to handle bilingual management reporting in Word, PowerPoint and other applicable formats;
- (6) to execute the department work plan in an efficient and creative manner; to be role model to the team and be able to motivate and grow team members;
- (7) to keep track projects as to the progress, quality and payment milestones; 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 / M – RS – 142W)** to hrdm@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。

