

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:

Officer – Corporate Communications

The applicant must possess

- (1) a recognised degree in marketing / communications / business administration or other related discipline;
- (2) a minimum of 3 years' post-qualification work experience in corporate marketing and event management;
- (3) proficiency in Illustrator, Photoshop, Microsoft applications, Chinese word processing and website management;
- (4) excellent project management, organising and interpersonal skills;
- (5) meticulous, proactive and flexible character, with a "can-do" attitude and be a good team player;
- (6) ability in time management and to work independently under pressure; 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 initiation and implementation of publicity campaigns, such as advertising, seminars, conferences, exhibitions, luncheons, dinner receptions, site visits, and ad hoc events, etc.;
- (2) to support all multi-media production and assist in the co-ordination with advertising agencies, suppliers and contractors for the production of publicity materials (including TV

- commercials) and for the arrangements of publicity campaigns to ensure smooth running;
- (3) to provide assistance on promotional materials production which targets the industry stakeholders and the general public;
 - (4) to act as an ambassador to promote the CIC to the general public including students, stakeholders, etc.;
 - (5) to act as a key team player to provide logistics / administrative support and execution for marketing and corporate related events and activities;
 - (6) to support team members on the coordination, management and delivery of sponsorship programme as well as sourcing sponsorship opportunities; and
 - (7) 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 / O – CC – 145K)** to hrds@cic.hk or by mail (please mark "CONFIDENTIAL" on the envelope) to the address below on or before **20 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。

