

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.



CIC develops the first Modular Integrated Construction (MiC) Demonstration Centre in Hong Kong to showcase the state-of-art MiC method to the construction industry and general public in the Zero Carbon Building Public Open Space.

Officer – Exhibition and Tour Services (Part-time)

The Construction Industry Council has several vacancies for the above position.

The applicant must possess

- (1) a recognised diploma / higher certificate, holding a degree will be an advantage;
- (2) proactive character, customer-oriented mindset and team spirit;
- (3) excellent interpersonal, communication and presentation skills;
- (4) out-going character and enjoy interacting with public visitors, and be willing to learn new technology and latest hi-tech. products and solutions;
- (5) excellent command of both written and spoken English and Chinese (including Putonghua);
- (6) proficiency in Microsoft application software (including Word, Excel and PowerPoint, etc.) and Chinese word processing; and
- (7) fresh graduates and current students in the tertiary education sector available are welcome to apply.

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

Duties include

- (1) to act as a tour guide at Modular Integrated Construction (“MiC”) Demonstration Centre and introduce the latest exhibition over the entire tour duration;

- (2) to be proactive in interacting with visitors and assisting visitors to enjoy the exhibits and games made available at the exhibition;
- (3) to continue to learn and attend training sessions as needed when the exhibitions and exhibits continue to evolve;
- (4) to support the tour services such as guest registration, enquiries, feedback collection and logistic arrangements;
- (5) to manage the reception counter of the MiC Demonstration Centre, including receiving visitors, answering telephone enquiries, etc.;
- (6) to provide other exhibition related supports such as administrative tasks, exhibit checking, special visits, etc.; and
- (7) to carry out any other duties as assigned from time to time by the Executive Director.

Applications

The position is on a time-limited fixed-term contract subject to operational needs.

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 / PTO – ETS – 146K)** 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。

