

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 – Learning Resources Centre

The Construction Industry Council has vacancies for the above position in **Kowloon Bay and Sheung Shui**.

The applicant must possess

- (1) a recognised degree in Library / Information Science, those who possess a Certificate / Diploma in Library / Information Science will also be considered;
- (2) a minimum of 1 year's post-qualification relevant working experience, 3 years' post-qualification working experience is required for Certificate / Diploma holders;
- (3) proficiency in MARC21, AACR2, RDA, LC Classification and LCSH;
- (4) proficiency in COUNTER to collect statistics from electronic resources;
- (5) proactive and customer-oriented mindset;
- (6) good communication and interpersonal skills;
- (7) proficiency in Microsoft application software (including Word, Excel and PowerPoint, etc.); and
- (8) good command of both written and spoken English and Chinese (including Putonghua).

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

Duties include

- (1) to assist in the daily operations of the Learning Resources Centre at various campuses of Hong Kong Institute of Construction (HKIC), including acquisition, subscription, cataloguing and classification for library resources (printed & electronic), etc.;

- (2) to perform general administration duties at service counters;
- (3) to support the promotional activities of library services;
- (4) to provide regular analysis and reports on the library services to the management;
- (5) to communicate and coordinate with internal and external parties on daily operational activities; and
- (6) 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 / AO – LRC – 147H)** to hrds@cic.hk or by mail (please mark "CONFIDENTIAL" on the envelope) to the address below on or before **23 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。

