

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 Zero Carbon Building (“ZCB”) cum Public Open Space in Hong Kong. The ZCB is a showcase of the state-of-the-art eco-building design and technology to the construction industry internationally and locally, with the aim to raise community awareness of sustainable living in Hong Kong.

We are seeking an outstanding professional who is passionate about creating leading edge solutions for green, innovative and dynamism to manage the development, operations and enhancements of the ZCB.

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) excellent interpersonal, communication and presentation skills;
- (3) excellent command of both written and spoken English and Chinese (including Putonghua);
- (4) proficiency in Microsoft application software (including Word, Excel and PowerPoint, etc.) and Chinese word processing; and
- (5) out-going and enjoy interaction with public visitors, and willing to learn from new technology and latest hi-tech. products and solutions.

(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 ZCB 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 ZCB, including receiving visitors, answering telephone enquiries, etc.;
- (6) to support other exhibition related support works 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 **(17 / PTO – ETS (ZCB) – 086K)** to hrds@cic.hk or by mail to the address below on or before **29 May 2017**. For further details on CIC please refer to website: <http://www.cic.hk>.

Manager - Human Resources
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