

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 Manager – Facilities Management and Administration

The applicant must possess

- (1) a recognised degree preferably in facilities management / business management or other related discipline;
- (2) a minimum of 7 years post-qualification relevant and concrete work experience in facilities management / office administration, with experience in monitoring outsource contractors is preferred;
- (3) solid project planning and management skills and can demonstrate strong abilities in organisation, setting priorities, documentation and multi-tasking;
- (4) good knowledge in corporate insurance with the ability to handle various insurance cases and user enquiries;
- (5) excellent interpersonal, communication, and presentation skills with the ability to interact with various stakeholders;
- (6) a flexible mindset and the ability to work under pressure to meet the set objectives of the organisation; and
- (7) excellent command of both written and spoken English and Chinese; hands on experience in preparing manuals, schedules, tender documents and discussion papers is preferred.

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

Duties include

- (1) to plan, coordinate and monitor the services provided by the Facilities Management &

Administration Team, including cleaning, security guard, smart card, telephone system, call centre service, internal and external dispatch, workflow automation system, car pool, stationeries, printing, gardening, etc;

- (2) to manage the outsource contracts and to monitor the work of the outsource contractors in the provision of administration services to all CIC's premises;
- (3) to compile and analyse facilities data and to produce regular reports on administration services;
- (4) to provide administration support for new / renovation projects when required;
- (5) to manage the various insurance services including policies renewal, enquiries, advices, claims, etc;
- (6) to plan and control the budget in relation to office administration;
- (7) to support in Administration services related procurement process including preparation of tender document, tenders analysis and making recommendations;
- (8) to formulate and update the operation and procedure manual in relation to Administration services;
- (9) to assist in the initiatives related to "Green Environment" and "Energy Saving"; and
- (10) 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 **(17 / AM – FMA(A) – 093U)** to hrds@cic.hk or by mail to the address below on or before **6 June 2017**. For further details on CIC please refer to website: <http://www.cic.hk>.

Manager - Human Resources

Construction Industry Council

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