

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 – Procurement**

### **The applicant must possess**

- (1) a recognised degree in procurement / business-related discipline;
- (2) a minimum of 1 year post-qualification work experience in procurement in one or more of the following fields: 1) general procurement; 2) professional services; 3) building and construction; experience in working within government or statutory organisations is preferred; experience in inventory control and / or store management will be an advantage;
- (3) hands-on knowledge and experience of the procurement practice & procedures, contract management and inventory principles (including safety stock, vendor managed inventory) etc;
- (4) proven strong skills in negotiating with suppliers / contractors as well as in preparing and assessing tender documents;
- (5) organised, analytical, energetic and result-driven character; attention to details and able to solve problems;
- (6) willing to take ownership and strong sense of responsibility;
- (7) excellent command of written and spoken English and Chinese; and
- (8) proficiency in Microsoft application software (including Word, Excel and PowerPoint, etc) and procurement model of a recognised Enterprise Resource Planning (ERP) system.

*(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 the Assistant Manager - Procurement in the development and implementation of procurement and / or supplies strategies;
- (2) to maintain effective and efficient procurement and tendering, cost control, cost estimation, payment valuation, contract administration, etc;
- (3) to assist in tender document drafting, analysis and recommendation and in the implementation of tender and quotation process;
- (4) to assist in management of the Qualified Vendor List and due diligence on selective vendors;
- (5) to assist in market research on products / services and / or vendors that may provide such products / services, in particular building and construction materials / equipment;
- (6) to co-ordinate between departments for executing procurement activities;
- (7) to assist in briefing and training sessions for procurement users and to collect feedback;
- (8) to station in one or more training centres or training grounds to ensure stable material supplies;
- (9) to maintain inventory accuracy, including establishing cycle count program, analysing transactions and solving problems;
- (10) to monitor stock level and raise stock replenishment request;
- (11) to organise layout of stockroom and warehouse for best optimisation;
- (12) to maintain and update inventory list by category; and
- (13) 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 / AO – P – 113K)** to [hrds@cic.hk](mailto:hrds@cic.hk) or by mail to the address below on or before **5 July 2017**. For further details on CIC please refer to website: <http://www.cic.hk>.

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