

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:

## **Manager – Administration**

### **The applicant must possess**

- (1) a recognised degree in administration / business management or other related disciplines;
- (2) a minimum of 10 years' post-qualification work experience in office administration, with experience in monitoring outsource contractors, managing multi-office locations and supervision of staffs in different levels and aspects is preferred;
- (3) solid work experience and knowledge in project planning and management skills and can demonstrate strong abilities in organising, setting priorities and multi-tasking;
- (4) capable of managing change quickly and efficiently whilst maintaining effective service provision;
- (5) excellent interpersonal, communication, and presentation skills with the ability to interact with various stakeholders;
- (6) good knowledge in corporate insurance with the ability to handle various insurance cases and user enquiries independently;
- (7) a flexible mindset and the ability to work under pressure to meet the objectives of the organisation;
- (8) a high level of integrity and a sense of accountability; and
- (9) excellent command of both written and spoken English and Chinese; hands on experience in compilation of manuals, schedules, tender documents and discussion paper is preferred.

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

## Duties include

Report to Assistant Director – Human Resources, Facilities Management and Administration, the incumbent is responsible:

- (1) to take overall planning, budgeting and monitoring responsibilities of the administration services for various training centers, training grounds and offices of the CIC;
- (2) to develop the standards of administration services and to review the work processes for continuous improvement of service level;
- (3) to plan, negotiate and supervise outsourced contracts of various administration services (including cleaning, security guard, call centre, dispatch and mailing, workflow automation, car pool, printing and stationeries supply, gardening, etc.) and to provide subcontractor management of all CIC premises;
- (4) to prepare the reports on the progress for new / on-going projects;
- (5) to provide administration support for office renovation / automation / enhancement projects when required;
- (6) to manage various insurance services including policies renewal, advices, claims, etc.;
- (7) to oversee administration services related procurement process including preparation of tender document, tender analysis and making recommendations;
- (8) to formulate and implement the corporate policies and related operating manuals for office procedures and services, and
- (9) 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 / M – A – 199U)** to [hrdm@cic.hk](mailto:hrdm@cic.hk) or by mail to the address below on or before **14 December 2017**. For further details on CIC please refer to website: <http://www.cic.hk>.

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Construction Industry Council  
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應徵者所提供的個人資料，議會將予保密及只用作考慮申請議會有關職位之用。所有應徵者的個人資料將由截止申請日期起計2年內銷毀。申請人如在8星期內未接獲面試通知可視作申請不獲接納。

This document relates to Recruitment. Should you require an English version of this document, please contact 2100 9024 or via [hr@cic.hk](mailto:hr@cic.hk).

