

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 – Administration

The applicant must possess

- (1) a recognised degree, those who have formal secretarial training preferred;
- (2) a minimum of 1 year's post-qualification work experience in customer service, office administration or as personal secretary to senior management;
- (3) good organisation skills, proactive work attitude, and ability to manage multiple tasks with good time management to meet strict deadlines;
- (4) be discreet and tactful when dealing with confidential information and sensitive matters;
- (5) presentable and mature with strong interpersonal and communication skills;
- (6) proficiency in Microsoft application software (including Word, Excel and PowerPoint, etc.);
and
- (7) good command of both written and spoken English and Chinese.

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

Duties include

- (1) to provide all-rounded support to the Administration Team, including handling of incoming and outgoing mails, arranging conference / meeting room, coordinating car-pool services, etc.;
- (2) to provide customer service at the reception including answering enquiries, taking messages and receiving visitors;
- (3) to provide secretarial support to senior management as and when required including

- effective management of work plans and schedule of appointments;
- (4) to draft simple correspondences and replies and to assist in the compilation of management reports, statistics, presentations and meeting agendas;
 - (5) to handle information flow, keep track of business processes and maintain an effective and efficient filing and record system;
 - (6) to communicate and coordinate with internal and external parties on daily operational activities; and
 - (7) 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 – A – 019U)** to hrds@cic.hk or by mail to the address below on or before **26 February 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。

