

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:

Officer – Registration Services

The applicant must possess

- (1) a recognised degree, preferably in construction / marketing / property management / hospitality management or related disciplines;
- (2) a minimum of 3 years' post-qualification work experience in customer service; experience in maintaining registry, handling disciplinary hearing and / or legal / contractual documents will be an advantage;
- (3) high level of integrity and sense of responsibility;
- (4) proactive character, customer-oriented mindset and be a team leader;
- (5) good communication and interpersonal skills; and
- (6) excellent command of written and spoken English and Chinese (including Putonghua).

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

Duties include

- (1) to manage the customer service delivery and provide management supports of various registration schemes under the CIC including outreach to construction sites as necessary;
- (2) to organise engagement activities and produce publications for industry stakeholders;
- (3) to settle enquiries and complaints from public;
- (4) to assist in conducting regulatory hearings / meetings and preparing related papers / documents in relation to various registration schemes under the CIC;
- (5) to work as a team and lead subordinates to achieve goals; and

(6) 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.

To cope with the operation needs (opening 7 days a week) of the Service Centre, the incumbents will be required to work on Saturdays and Sundays on a roster basis with a 5-day working week. The opening hours of our Service Centres from 9:00am to 7:00pm.

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 / O – RS(WR) – 062W)** to hrds@cic.hk or by mail (please mark "CONFIDENTIAL" on the envelope) to the address below on or before **27 April 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。

