

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 / Assistant Officer – Trade Testing (Service Enhancement)**

### **The applicant must possess**

- (1) a recognised degree;
- (2) a minimum of 1 year's (for Assistant Officer) / 3 years' (for Officer) post-qualification work experience, preferably with experience in project coordination and / or organising educational and promotional scheme;
- (3) experience in setting up of service centre would be an advantages;
- (4) results-driven attitude and good project and time management skills;
- (5) good command of both written and spoken English and Chinese;
- (6) good administrative, interpersonal and communication skills; and
- (7) proficiency in computer skills including Microsoft application software and Chinese word processing.

*(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 formulation and implementation of stakeholders engagement strategies to promote CIC Trade Testing Services;
- (2) to support the establishment of Trade Testing Service Centre that aims at enhancing customer services and user experience;
- (3) to oversee the daily operation of Trade Testing Service Centre;
- (4) to support coordination and / or take lead on Trade Testing Services awareness campaigns

- as well as other service enhancement projects for Trade Testing Services;
- (5) to ensure all Trade Testing Workshops meet the respective standards; and
  - (6) to carry out any other duties as assigned from time to time by the Executive Director.

## Applications

The position is on a time-limited fixed-term contract subject to operational needs.

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 / AO – TT (SE) – 066T)** to [hrds@cic.hk](mailto:hrds@cic.hk) or by mail (please mark "CONFIDENTIAL" on the envelope) to the address below on or before **2 May 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。

