

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 – Construction Workers Registration Board – Secretariat**

### **The applicant must possess**

- (1) a recognised degree; construction-related disciplines or with legal background will be an advantage;
- (2) a minimum of 3 years' post-qualification work experience in marketing projects or providing administrative support in sizable organisations; knowledge or experience in construction industry is preferred;
- (3) a high level of integrity and good sense of responsibility; good communication and interpersonal skills;
- (4) proactive character and can-do spirit for quality delivery in assigned tasks;
- (5) proficient in Microsoft application software (including Word, Excel, PowerPoint, etc.) and Chinese word processing is a must; and
- (6) excellent 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**

Reporting to the Manager – Construction Workers Registration Board – Secretariat, the incumbent is expected:

- (1) to provide secretariat support such as preparing bilingual proposals, meeting minutes, work reports, training materials and other documents where necessary;

- (2) to administer the rental operations of CIC Device, a card-reader developed by the CIC for renting to contractors to use in construction sites, including liaison with contractors on rental matters, issuing rental invoices, stock management and rental collection;
- (3) to support enforcement and prosecution works under Construction Workers Registration Ordinance Cap.583 (the Ordinance) by performing compliance checks, drafting correspondences in relation to enforcement or replies to enquiries, processing applications for exemption to install card reading devices in accordance with the Ordinance etc.;
- (4) to support management team in project co-ordination, tracking of project progress and budget and acting as key liaison with external and internal parties;
- (5) to support service delivery on construction sites and CIC Service Centres where necessary;
- (6) to be flexible to station in different CIC work locations according to project needs; 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 / O – CWRB – SECT – 124W)** to [hrds@cic.hk](mailto:hrds@cic.hk) or by mail (please mark "CONFIDENTIAL" on the envelope) to the address below on or before **28 June 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。

