

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:

Senior Officer – Registration Services

The applicant must possess

- (1) a recognised degree, construction related and public administration disciplines will be an advantage;
- (2) a minimum of 5 years' post-qualification working experience in legal services, customer service, project management, publicity and communications and / or public organisations;
- (3) proactive character and able to work independently;
- (4) proven experience as team leaders;
- (5) a high level of integrity and a good sense of responsibility;
- (6) good communication and interpersonal skills and be a pleasant team player;
- (7) proficiency in Microsoft application software (including Word, Excel, PowerPoint, etc.) and Chinese Word Processing; and
- (8) excellent command of both written and spoken English, Cantonese and Mandarin.

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

Duties include

Report to the Senior Manager - Registration Services, the incumbent is expected:

- (1) to manage and continue enhancing the services offered and operations of the CIC Service Centres located in Sheung Wan, Tsing Yi, Nam Cheong and Kowloon Bay, with reference to the latest best practice in the market as well as in compliance to the Construction Workers

Registration Ordinance (Cap.583);

- (2) to manage and continue enhancing the Subcontractor Registration System under the laid down framework and service pledge;
- (3) to provide secretarial and administrative support such as preparing bilingual documents including service proposals, policies and procedures, meeting minutes of management meetings, work reports, CIC website content;
- (4) to deliver seminars and receive visiting delegates from both local and overseas introducing the registration schemes and service offerings;
- (5) to be able to deal with difficult customers and handle complaints in a tactful manner;
- (6) to execute the department work plan in an efficient and creative manner; to be role model to the team and be able to motivate and grow team members;
- (7) to be flexible to work in different service centres and locations including outreach to construction sites of Hong Kong as well as on roster basis where need arises; and
- (8) 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 / SO – RS – 127W)** to hrds@cic.hk or by mail (please mark "CONFIDENTIAL" on the envelope) to the address below on or before **3 July 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。

