

HKIUS Recruitment Talk – April 2009

Position Offer & Potential Benefits

Assistant Engineer / Surveyor / Assistant Utility Specialists

Responsibilities:

- To handle / assist handling projects, draft report, site visit & co-ordination;
- Inspection survey and protection of all underground utility design work, delegating work to other team staff, drafting reports, site inspections/surveys, selection of equipment, coordination with contractor, coordination / checking of work by Technical Staff;
- Identify methods of undertaking the projects and to follow-up project progress

Requirement:

- Degree holder in engineering or related;
- Computer literacy is preferred
- Work under pressure, good communication skill and able to handle independently

Technical Officer

Responsibilities:

- Report to Project Manager
- Inspection survey and protection of all underground utility design work as delegated by the Project Engineer;
- Data entry, reporting and drafting;
- Tools and Equipment (Maintenance & Operation);
- Other job duties assigned by supervisor/management.

Requirement:

- Higher Diploma or Certificate holder in Land Surveying, Civil/Construction or Engineering related subject or discipline;
- Some knowledge in engineering or construction

工程助理

職責:

- 外勤工作;
- 負責協助進行地下勘察工程、記錄資料及搬運儀器;

要求:

- 中學程度
- 必須持有平安咭
- 刻苦耐勞;
- 持密閉空間核准工人證書及駕駛執照 1、2 牌者優先

Account Officer/Trainee

Responsibilities:

- Report to Accounting Manager
- Assist in handling full set of accounts
- Review of analysis schedule, financial statements
- Review daily sales co-ordination and inventory control
- Prepare monthly financial statement, weekly cash flow forecast report
- Good analytical mind, self-initiative, well organized and able to work independently

Requirement:

- Degree or Diploma holder
- LCC Intermediate
- General accounting knowledge
- Independent, self-motivated, good communication skills

Call Administrator/Operator

Responsibilities:

- Call taking
- Call processing using computer software and program
- Clerical and administrative duties

Requirement are:

- ◆ Able to read, speak and write English
- ◆ Knowledge in computer usage and operation such as such word, excel and Internet
- ◆ Knowledge in use and operation of normal office automation equipment e.g. printer
- ◆ F7 or above education level
- ◆ Able to handle customer
- ◆ Previous call operation experiences an advantage

1Call CP

Responsibilities:

- Perform on-site CP services
- Undertake passive cable detection, active cable detection or trial pit supervision.
- Assist in providing support & enquiry to customer
- Assist in conducting training

Requirement:

- Experiences in electricity cable detection
- Competent Person (Cable Detection) approved by EMSD
- Holder of Green Card and Certificate of Certified Worker for Confined Space
- Able to read or write simple English
- Knowledge in computer usage and operation such as such word, excel, Internet and other office automation equipment
- Driving License (preferred)

- Self-motivated and initiative

認可合資格人士電纜探測

職責:

- 負責進行有源探測、無源探測、挖掘試孔等工作
- 提供技術支援及顧客查詢工作
- 協助帶領培訓

要求:

- 不少於一年電纜探測的工作經驗; 有車牌優先;
- 必須持有機電工程署發出的電纜探測合資格人士認可證明書
- 持有平安咭及密閉空間核准工人證書
- 具一般英語讀寫能力及電腦操作

CP Trainee

Responsibilities:

- Assist in performing CP on-site services
- Assist in conducting training

Requirements:

- F5 or above educational background
- Able to read or write simple English
- Self-motivated and initiative

IT Officer

Responsibilities:

- Business process analysis, system analysis and design and system support
- Strong in hardware & website maintenance & network set up

Requirements:

- Background in Computer Science, IT or network
- Preferable within. 1 yr experience in relevant field

Preferably to have programming experience in Linus, NT server, LAN, VB.NET & HTML.

Programmer

Responsibilities:

- Business process analysis, system analysis and design and system support
- Strong in programme

Requirements:

- Background in Computer Science, IT or network, G.I.S.
- Preferable within. 1 yr experience in relevant field

Research OfficerResponsibilities:

- To conduct various utilities and safety related researches.
- Helping in collecting relevant information and deliver details to the needed parties

Requirement:

- Degree holder,
- Good understand of research methods;
- Good written and spoken English and Chinese;
- Excellent communication & interpersonal skills;
- Computer literacy

Marketing OfficerResponsibilities:

- Organize company promotions, functions and events
- Developing and implementing marketing strategies for the company
- Coordinate and implement of marketing communication programs, including advertising and publishing, etc.

Requirement:

- Degree holder in any discipline
- Strong communication and interpersonal skills
- Good command of English
- Self-motivated, initiative, creative, good interpersonal and communication skills
- Attentions to details, flexible, receptive and able to work under pressure

Sales EngineerResponsibilities:

- Responsible for supporting sales and marketing activity.
- Formulate and implement sales strategies and marketing plans
- Proven track record of sales management in Hong Kong & Macau

Requirement:

- Good written and spoken English and Chinese;
- Degree holder in Engineering
- Preferably with min 2 years experience in marketing
- Independent, self-motivated and able to work under pressure
- Good communication skills in English

Book Editor

Responsibilities:

- Editing books/manuals/COP to be published

Requirements:

- Degree holder,
- Good understand of research methods;
- Good written and spoken English and Chinese;
- Excellent communication & interpersonal skills;
- Computer literacy

What is your expected salary? _____

Potential Staff Benefits/僱員福利

1. Public holidays instead of labour holidays effective from 1st July 2008.
由2008年7月1日起，由勞工假期改為公眾假期
2. Birthday holiday and a party at the first Friday every month.
生日假期及每月第一個星期五舉辦生日會
3. Best staff award – monthly: one day holiday; quarterly: 2 days tour for couple (budget \$1,500);
annual: 4 days tour for couple (budget \$5,000).
最佳員工獎
每月最佳員工 – 可獲假期一天
季度最佳員工 – 可獲雙人兩日一夜旅遊套票 (價值\$1,500)
每年最佳員工 – 可獲雙人四日三夜旅遊套票 (價值\$5,000)
4. Happy hour at every Friday.
逢星期五設快樂時光，提供小食飲品，聚集員工一起閒話家常，暢所欲言
5. Free snacks & soft drink.
供應免費餅乾小食及汽水飲品
6. Training allowance with pay study leave.
培訓津貼及有薪培訓假期，鼓勵員工持續進修
7. Training camp every year.
每年舉辦培訓營
8. Safety shoes allowance (HK\$300).
安全鞋津貼\$300
9. Monthly and quarterly bonus when meeting the target.
每月及季度花紅
10. Additional bonus (when the revenue exceeds \$30m and profit exceeds the expected 15%.
Additional 55% in total net profit).
公司純利55%為額外年度花紅
11. No salary cut and lay off.
不減薪、不裁員
12. Increase basic salary for staff and new comers.
調高舊員工基本薪金及新入職薪酬



HKIUS Recruitment Talk 2009 Application Form

(Please Fax to 2618 4500 or email to info@hkius.org.hk)

A. PERSONAL PARTICULARS

Name in English: Mr/Mrs/Ms/Miss* _____
 Other Name: _____ 中文姓名: _____
 Name of University/College: _____
 Department/Degree _____
 Date of Birth: _____ (dd/mm/yy) Nationality: _____
 HKID No(Optional): _____
 Tel (Home): _____ Mobile: _____
 Email: _____
 Home Address: _____

B. WHICH POSITION DO YOU WANT TO APPLY?

Please tick where appropriate (you may tick more than one)

Item	Title/ Positions	Studies / Qualification(s) Requirement	Training Period
<input type="checkbox"/> 1.	Assistant Utility Specialists 助理管綫專業監理師	GIS, Engineering, Surveying, Applied Science	2 yrs
<input type="checkbox"/> 2.	Assistant Engineer / Surveyor 助理工程師 / 測量師	Degree holder in Engineering / Surveying, Applied Science	3 yrs
<input type="checkbox"/> 3.	Technical Officer 技術主任	F.5 + 3 years + Experiences	3 yrs
<input type="checkbox"/> 4.	Engineering Assistant 工程助理	F.5	3 yrs
<input type="checkbox"/> 5.	Account Officer/Trainee 會計主任 / 會計見習生	Degree holder / High Diploma / F.5	1-3 yrs
<input type="checkbox"/> 6.	1Call CP 電纜探測認可合資格人士	F.5 / Degree holder & CP card	3/1-2 yrs
<input type="checkbox"/> 7.	CP Trainee 準合資格人士	F.5 / Degree holder	3/1-2 yrs
<input type="checkbox"/> 8.	Call Center Administrator 客戶中心行政人員	Degree holder	1-2 yrs
<input type="checkbox"/> 9.	IT Officer 資訊科技主任	Degree holder	1-2 yrs
<input type="checkbox"/> 10.	Programmer 程式撰寫員	GIS / Computer Science	1-2 yrs
<input type="checkbox"/> 11.	Research Officer 研究主任	Various	1-2 yrs
<input type="checkbox"/> 12.	Marketing Officer 市場主任	Marketing / B.A.	1-2 yrs
<input type="checkbox"/> 13.	Book Editor 名冊編輯	Degree holder	1-2 yrs
<input type="checkbox"/> 14.	Sales Engineer 銷售工程師	Various	1-2 yrs

C. I DECLARE THAT THE PARTICULARS GIVEN ABOVE ARE TRUE AND CORRECT.

Signature

Date

D. FOR OFFICIAL USE ONLY

Received Date: _____ Handled By: _____
 Checked By: _____ Application Accepted by: _____
 Remarks: _____ Interview Required: _____ YES / NO

※ Data collected will be used for recruitment purpose only ※