

HKIUS Recruitment Talk – April to June, 2010

Positions Offered

Assistant Engineer / Assistant Surveyor / Assistant Utility Specialist

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, utility specialist or related;
Computer literacy is a must
Work under pressure, good communication skill and able to handle independently

Technical Officer/Assistant Technical Officer

Responsibilities:

- Report to Project Manager or his delegates;
- 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
- Unless transfer from other related firms, direct entry will be ATO only.

Engineering Assistant 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

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 Linux, 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 Officer

Responsibilities:

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

Requirement:

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

Marketing Officer

Responsibilities:

- 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 Engineer

Responsibilities:

- 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

Management/Engineering/Utility Specialist Trainees

Responsibilities:

- To be trained as management staff in 3 years
- Be posted to different departments/firms for training on various matters
- To work as Assistant Officer in various department
- To be encouraged to be professional under various training schemes (HKIE, HKIUS, etc)

Requirement:

- Good written and spoken English and Chinese;
- Degree holder in Engineering/Surveying/Business/Marketing
- Independent, self-motivated and able to work under pressure
- Good communication skills in English, Chinese
- Good computer skills

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