



救世軍 港澳軍區
The Salvation Army
Hong Kong and Macau Command

The Salvation Army is an international Christian church and charity working in 131 countries and areas and has been serving Hong Kong for over 85 years providing an extensive range of services which spans educational, social as well as Christian. We are called to preach the gospel of Jesus Christ. We are dedicated to supporting the people in need in Hong Kong, Macau and Mainland China without discrimination; and strive to respond to local needs, emergencies and disasters with the love of God.

We are now inviting a high caliber professional to fill the following position:

Sales & Merchandising Assistant Recycling Programme

RESPONSIBILITIES

- Data entry and documents filing;
- General customer service such as answering hotline enquiries, lost and found cases, customer complaints;
- As a key coordinator with other different internal functional teams, including warehouse, logistics team, marketing, HR and administration, and external parties, such as services providers, material suppliers;
- To carry out other duties assigned by the supervisor

REQUIREMENTS

- 5 subjects pass in HKDSEE including English and Chinese;
- Fresh graduates are welcomed;
- Candidate with working experience in Retail or Distribution Centre is a plus;
- Attention to detail and good interpersonal skills;
- Hands-on PC operations in both English and Chinese;
- Good command of oral & written English & Chinese (Putonghua & Cantonese)

Application Procedure Please apply with full resume, stating clearly current and expected salary, email to mandy.li@hkm.salvationarmy.org All information provided will be treated in strictest confidence & used for recruitment purpose only. All unsuccessful applications will be kept for a period of no longer than two years after completion of the recruitment exercise

救世軍循環再用計劃

The Salvation Army Recycling Programme

新界葵涌打磚坪街44-52號達明工業大廈7字樓

7/F., Tat Ming Industrial Building, 44-52 Ta Chuen Ping Street, Kwai Chung, N.T.

T 電話 (852) 2332 4433 F 傳真 (852) 2332 4411 E 電郵 recycling@hkt.salvationarmy.org

www.salvationarmy.org.hk

創辦人 卜維廉大將
William Booth, **Founder**

全球領袖 郭安志大將
Andre Cox, **General**

總指揮 施宏恩上校
Lieut.-Colonel Ian Swan, **Officer Commanding**

