



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 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 send your full resume with expected salary to Senior Human resources Officer, Recycling Programme, The Salvation Army, Unit 1A, 1/F, Tung Chun Industrial Building, 9-11 Cheung Wing Road, Kwai Chung, New Territories or email to RP.RecrUIT@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 not longer than two years after completion of the recruitment exercise.