



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

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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:

**Assistant Operations Supervisor**  
**Recycling Programme**  
**(Reference No.: SA/RP/0005-2020)**

**RESPONSIBILITIES:**

- Organize daily and weekly schedule for logistics team and maintain accurate stock in and out records and prepare monthly inventory reports
- Assist the Supervisor to supervise and monitor the performance and discipline of logistics and warehouse team
- Assist the Supervisor to execute RP policies and operation guidelines effectively and efficiently
- Co-ordinate with internal and external parties in processing warehouse and logistics daily enquiries and problems
- To ensure a safety and healthy working environment and provide work safety training to all the warehouse and logistics staff
- Inspect and report on the condition of collection cages and houses, tools and equipment of RP and make arrangement for maintenance if necessary
- Execute and follow up the maintenance and enhancement of the Inventory System
- Provide training for the Inventory System
- Train and coach new team members
- Any other legitimate duties assigned by superiors

**REQUIREMENTS:**

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Level 2 or equivalent or above in 5 subjects in the HKDSEE, or Level 2 / Grade E or above in 5 subjects in the HKCEE, or equivalent
- 1-year solid experience in Distribution Center management

- Proficient in MS Office including MS Word, Excel, PowerPoint, ERP system and Logistics monitoring system
- Good in communicating with people at all levels and strong partnership ability with working peers and customers
- Good command of written and spoken English and Chinese
- Proven problem solver with positive and self-motivated attitude at all time
- License of operating forklift is in advantage
- Candidate with Driving License No. 1, 2 & 18 is in advantage

**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](mailto: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 no longer than two years after completion of the recruitment exercise.