



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:

## **Administrative Officer Recycling Programme**

### ***RESPONSIBILITIES***

- Lead a team to provide all-round administrative support to ALL Recycling Programme functional teams
- Develop better relationship for retail customers, donors, collection campaign partners, and the applications from the needies
- Assurance of the Recycling Programme operations to comply with policies, improvement of integrity and accuracy of data, and provide up-to-date services to all donors and customers
- Be responsible for the Performance of Hotline customer services by closely monitoring the performance and KPIs as per the Army's standard
- Perform any other legitimate duties assigned by the supervisor & management

### **REQUIREMENTS**

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Diploma / Bachelor Degree in Business Administration or other disciplines, with a minimum of 3 years of relevant experience in field of Supply Chain /Warehouse Operations/Logistics Management, preferably in small-to-medium sized company related to Retail industry
- Self-motivated, hardworking, independent, helpful and flexible
- Ability to work in a fast-paced environment where continuous innovation is desired
- Excellent communication & interpersonal skills
- Demonstrated strong leadership and people management skill when confronted with difficult situations exhibiting ability to keep the team focused and motivated
- Good command of both spoken and written English and Chinese
- Proficient in MS Office (Word, Excel, PowerPoint)
- Candidate with less experience will be considered as Assistant Administrative Officer

### **Application Procedure**

Please apply with full resume, stating clearly current and expected salary, to the **Senior HR Officer, Recycling Programme, Unit A, 1/F, Tung Chun Industrial Building Block A, 9-11 Cheung Wing Road, Kwai Chung, N.T.** by quoting reference number on the envelope or email to [rp.recurit@HKM.salvationarmy.org](mailto:rp.recurit@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.