



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 organization operating in 131 countries and areas and has been serving Hong Kong for over 85 years providing an extensive range of services including Social Service, Education, Recycling Programme as well as Christianity. 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 high caliber professionals to apply for the following position:

Temporary Assistant Executive Officer (3.5 months)

Social Services Department

(Reference No.: AEO/SSD/09-19)

Duties:

- Set up, maintain, and review administrative systems including workflow between head office and service units, filing and electronic document sharing systems
- Assist in preparing and proofreading different types of documents, reports, and presentation materials, ensure accuracy and compliance with policies and procedures
- Generate reports at the request of management
- Receive guests, and answer calls
- Provide guidance and support regarding procedures and workflow
- Provide secretarial support to immediate supervisor such as scheduling and coordinating interviews, meetings, appointments and events
- Provide administrative support to meetings such as scheduling meetings, preparing agenda and meeting materials, taking minutes, handling meeting logistics
- Assist in inventory taking, procurement, and replenishment of stationery, office furniture and equipment
- Perform basic accounting functions including requisition for procurement and payment
- Provide clerical support for budget preparation
- Make suggestions and implement occupational safety measures
- Assist in organizing departmental / divisional staff events
- Perform other legitimate duties assigned by the supervisor and Head of Department

Requirements:

- Understanding of the Christian faith, values and ethos of The Salvation Army
- Diploma/certificate with 2 years of relevant experience, OR
- Five passes in HKCEE including English (syllabus B), and Chinese OR any combination of results in 5 Hong Kong Diploma of Secondary Education (HKDSE) subjects of Level 2 in New Senior Secondary (NSS) subjects (including English, Chinese Language and Mathematics); 4 years of relevant experience
- Good communication skill in both written and spoken Chinese and English
- Proficient skills in PC Knowledge

Application Procedure

Please apply with full resume, stating clearly current and expected salary, to the **Group Human Resources Director, The Salvation Army Hong Kong and Macau Command, 6/F Human Resources Department, 11 Wing Sing Lane, Yaumatei, Kowloon** by quoting reference number (Reference No.: AEO/SSD/09-19) on the envelope or email to career@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.