



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:

**Assistant Human Resources Officer
Recycling Programme**

(Reference No.: Ref: AHRO/RP/12-19)

RESPONSIBILITIES

- Full spectrum of Recruitment processes including advertisement strategies thru multiple channels, review applications, arrange and conduct interviews, evaluations and shortlist finalist for hiring
- Scope of recruitment includes all staff in Retail, Logistics, operations and marketing exclude managerial grade
- Responsible for the operations and maintainance of human resources management system
- Responsbile for human resources administration and functions, including staff orientation, staff movement & termination, staff benefits and training, performance appraisals, leave adminsitration, contract preparation and renewals
- Prepare analysis reports & process performance appraisals of RP staff
- Liaise with internal departments and external parties regarding HR issues
- Perform any other legitimate duties assigned by supervisor and management

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Degree in Human Resources Management, Business Administration, Psychology or related discipline
- Minimum 3 years' all-rounded HR support experience
- Experience in HRMS or possession of relevant IT skills is a plus
- Familiar with relevant Ordinances such as Labour Ordinance
- Sensitive to confidentiality, strong sense of responsibilities and well-organized
- Willingness to learn and adapted to change
- Good command of both written and spoken English and Chinese, knowledge of Putonghua is an advantage

- Hands-on PC operations in both English and Chinese
- Immediately available is highly preferred
- Working Location: Kwai Chung
- Candidates with less experience will be considered as Human Resources Assistant

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 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