



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:

Technical Assistant
Social Services Department

(Reference No.: TA/SSD/01-20)

RESPONSIBILITIES

- Provide helpdesk technical support and troubleshooting to end users
- Assist in IT training, software license administration and monitoring, including ongoing product purchase, warranty and maintenance support
- Assist the follow-up support for social innovation and technology related projects
- Assist in performing product or system evaluation, testing and preparing technical documents
- Provide clerical and administrative support to the team
- Perform any other legitimate duties assigned by the Supervisor or management

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- HKCEE/HKDSE or above
- Minimum 1 year of relevant working experience in technical and helpdesk support, preferably in social welfare sector
- Experience in hardware troubleshooting and maintaining NAS
- Knowledge in Microsoft Office 365
- Good command of both written and spoken English and Chinese
- Immediate available is preferable

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