



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 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:

Administration Manager
Business Administration Department
(Reference No.: AM/BA/10-19)

Duties:

- Supervise a small team in handling office administration functions including procurement and inventory management of office supplies and equipment, all types of insurances, project management and providing office services and support to internal customers
- Manage the purchasing and support team to handle purchase requisitions (including review of specifications) submitted by user departments and provide professional support for the whole procurement process
- Review and formulate the Army's Policies, office manuals, administrative procedures, safety and security rules to ensure effective use of the Army's resources with good governance
- Prepare and control annual budgets of the department
- Assist Business Administrator in reviewing corporate governance structure, policies and procedures to align with the Army's strategies, goals and objectives
- Assess team performance and provide coaching & guidance to ensure maximum productivity
- Perform any other legitimate duties assigned by the supervisor and Leadership

Requirements:

- Understanding of the Christian faith, values and ethos of The Salvation Army
- Degree in business administration / management / commerce or related disciplines
- At least 8 years' relevant working experience, preferable in sizeable corporations
- Good business sense with planning, organizing, problem solving and management skills
- Possess strategic thinking and pursue continuous process improvement through application of innovation and technology
- Sound analytical skill and be able to work in a highly complex and dynamic environment with great pressure
- Strong interpersonal skills with customer service-oriented mindset and ability to deal with different levels of internal and external parties
- Good written and verbal communication skills in Chinese & English
- Strong PC skills in using MS Office and web applications
- Applicants with previous experience in public / NGO sector would be a definite advantage

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.