



**救世軍** 港澳軍區  
**The Salvation Army**  
Hong Kong and Macau Command

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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.

**Administrative Assistant III**  
**Educational Services Department**  
**(Reference No.: AAIII/ESD/11-19)**

**Duties:**

- Handle assigned clerical duties, which include filing documents, taking minutes, maintaining statistical and inventory records, etc.
- Assist in financial issues, which include data entry of budgets, transaction of checks, vouchers and requisitions
- Undertake specific School Administrative tasks as allocated
- Carry out reception duties and liaise with subsidiary units
- Provide support to event organization
- Provide general secretarial support to Educational Services Director / Senior Programme Officers as needed
- Perform the legitimate duties assigned by the supervisor & management

**Requirements:**

- Understanding of the Christian faith, values and ethos of The Salvation Army
- Bachelor Degree in Business Administration or other related disciplines
- Formal secretarial training with minimum 2 years' relevant experience
- Possess strong sense of confidentiality
- Demonstrated good communication, high efficiency at work with patience
- Possess sound skill in translation from English to Chinese and vice versa
- Hands-on PC operations in both English & Chinese
- Overtime work is required as and when necessary
- Immediate Available is highly 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](mailto: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.