



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:

Administrative Assistant
Recycling Programme
(Reference No.: SA/RP/0004-2020)

RESPONSIBILITIES:

- Perform general clerical support
- Create and process purchase requisition in ERP system on daily basis and prepare various reports
- Follow up and problem solving for the purchase orders with vendors such as delivery, quantities and price variation if required
- Prepare invoice payment including invoices & PO matching, copying, scanning, filing and registration
- Develop and maintain the filling system
- Handle the process of petty cash claims and reimbursements
- Organize and schedule meetings
- Perform other duties as assigned by supervisor

REQUIREMENTS:

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Level 2 or equivalent or above in 5 subjects in the HKDSEE, or Level 2 / Grade E or above in 5 subjects in the HKCEE
- At least 3 years working experience
- Solid working experience in Retail or Distribution Centre is preferred
- Attention to detail and good interpersonal skills
- Hands-on PC operations in both English and Chinese; exposure in ERP operation is preferable
- Good command of oral & written English & Chinese (Putonghua & Cantonese)

Application Procedure

Please send your full resume with expected salary to Senior Human resources Officer, Recycling Programme, The Salvation Army, Unit 1A, 1/F, Tung Chun Industrial Building, 9-11 Cheung Wing Road, Kwai Chung, New Territories or email to RP.Recruit@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 not longer than two years after completion of the recruitment exercise.