



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

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如有查詢，請電郵至
HRD.recruit@hkm.salvationarmy.org

The Salvation Army is an international Christian church and charity organization operating in 132 countries and areas and has been serving Hong Kong for 90 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 professional to apply for the following position:

Temporary Administrative Assistant II (3 months)

Property Department

(Reference No.: TAAII/PD/09-21)

RESPONSIBILITIES

1. Provide secretarial support to the Property Director including managing daily calendar, schedule of appointments, meetings, preparing agenda & minutes, assisting in preparing budget and report, etc.
2. Perform general administrative duties to the department including preparation & handling of renovation forms, schedule of works, requisitions, payment vouchers, tenancy agreements, uploading documents, forms, drawings to document library, policy & procedural compliance, projects documentary, liaison & co-ordination with internal departments, etc.
3. Handle incoming mails and documents, answer phone calls, arrange payments / reimbursements, office administration and housekeeping duties, etc.
4. Maintain and keep updating an effective filing system, including filing and archive, electronic systems for records, reports, correspondences, etc.
5. Perform any other legitimate duties assigned by the Supervisor or Leadership of the Army

REQUIREMENTS

1. An understanding of the Christian faith, values and ethos of The Salvation Army
2. Bachelor Degree in Business Administration, Computer Science, Information Technology or other related disciplines
3. Minimum 5 years' solid experience in an administrative role serving management
4. Demonstrated maturity and confidentiality
5. Ability to communicate well and effectively with all levels of staff across the organization and outside contacts
6. Pro-active, strong sense of responsibility, detail-minded, well-organized
7. Able to work independently

8. Good command of Microsoft Word, Excel & Powerpoint
9. Proficient in both spoken and written English and Chinese (Putonghua included)

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 hrd.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 no longer than two years after completion of the recruitment exercise.