



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

This job advertisement is available in English only.
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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 over 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:

Administrative Assistant II
Corporate Communications and Fundraising Department
(Reference No.: AAI/CCFD/10-21)

RESPONSIBILITIES

- Manage the daily calendar including schedule of appointments, meetings and trips for the Department Director
- Provide secretarial support to the board meetings, including preparing agenda, taking minutes, preparing various correspondences
- Handle incoming mails and documents, answering phone calls, making travel arrangements, arranging payments / reimbursements, office administration and housekeeping duties
- Support the scheduling of all publication and design works / projects, and to drive related parties to accomplish the projects according to preset timeline
- Manage publication subscription, printing and distribution
- Assist in preparing the annual budget, monitor the regular departmental expenses report and report to the Department Director any irregularities and discrepancies
- Set up and maintain an effective filing system, including electronic systems for documents, photos and publication output files
- Assist in organizing staff engagement events such as staff retreat, festival celebration and other regular functions;
- Perform any other legitimate duties or support ad-hoc literary projects assigned by the supervisor and Leadership

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
- Minimum 5 years' solid experience in a Personal Assistant/ Executive Assistant role

serving the senior management

- Demonstrated maturity and confidentiality
- Ability to communicate well and effectively with all levels of professionals across the organization and outside contacts
- Pro-active, strong sense of responsibility, detail-minded, well-organized, patience
- Able to work independently
- 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.