



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 working in 132 countries and areas and has been serving Hong Kong for over 90 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 high caliber professionals to apply for the following position:

Human Resources Assistant
Educational Services Department
(Ref: HRA/ESD/10-21)

RESPONSIBILITIES

- Provide full spectrum of HR services and advice to the service units of Educational Services
- Be responsible for personnel data maintenance via HR management system
- Handle recruitment, selection, and appointment arrangement
- Interact with internal parties for handling employee compensation and benefits administration
- Organize employee relation activities, including staff orientation and training
- Maintain personnel information for preparing monthly HR reports
- Assist in ensuring all human resources administration procedures and processes are in accordance with Employment Ordinance, relevant government rules and regulations, the Army and the department's requirements
- Perform any other legitimate duties assigned by the supervisor and Head of Department

REQUIREMENTS

- Understanding of the Christian faith, values and ethos of The Salvation Army
- Degree in Human Resources Management, Business Administration or related disciplines
- Minimum 2 years' relevant working experience
- Experience in HRMS or possession of relevant IT skills is a plus
- Be well-versed with HK Employment Ordinance and HR practice
- Good organizational, analytical skills and logical thinking with a strong sense of accountability and flexibility
- Be self-motivated and good team player with excellent communication, interpersonal

and influencing skills

- Ability to work independently and able to work with cross-functional teams;
- Handle sensitive information in confidential and professional manner
- Good command of written and spoken English and Chinese

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.