



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

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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:

Executive Officer (Rehab Services and Social Enterprises)

Social Services Department

(Reference No.: EORSE/SSD/10-21)

RESPONSIBILITIES

- Maintain, develop and review administrative systems in supporting respective Boards and Councils as well as departmental meetings including but not limited to overseeing inter and intra-departmental workflow; editing and translation of discussion papers
- Maintain effective inter and intra-departmental communication including but not limited to creating documents, correspondence, memos to ensure accuracy and compliance with internal policies
- Organize, coordinate and handle reception activities including but not limited to coordinating incoming calls of donation and complaints
- Provide secretarial support to immediate supervisor in coordinating interviews, meetings, events, as well as preparing minutes, logistics arrangements and meeting documents
- Arrange maintenance of office furniture and equipment for Social Services head office
- Assist in planning and implementing measures concerning occupational safety at office
- Assist in coordinating and implementing staff events
- Additional responsibilities under central administration: handle financial related matters; and provide supervision to subordinate
- Additional responsibilities under service division: provide administrative support in funding matters; and assist in handling financial budget
- Perform other legitimate duties assigned by the supervisor and leadership

REQUIREMENTS

- Understanding of the Christian faith, values and ethos of The Salvation Army
- Diploma/certificate with 7 years of relevant experience or Degree holder or equivalent with

- 2 years of relevant experience
- Five subjects pass in HKCEE including English (syllabus B), Chinese and Mathematics OR a combination of Hong Kong Diploma of Secondary Education (HKDSE) result: Level 2 in New Senior Secondary (NSS) subjects (including English, Chinese Language and Mathematics), “Attained” in Applied Learning (ApL) subjects (subject to a maximum of 2 ApL subjects) and/or Grade E in other Language subjects
 - Good communication skill both written and spoken Chinese and English
 - Proficient skills in PC Knowledge

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.