



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

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[RP.Recruit@hkm.salvationarmy.org](mailto:RP.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 a high caliber professional to fill the following position:

**Sales Administrative Assistant**  
**Recycling Programme**  
**(Reference No.: SA/RP/0013-2021)**

**RESPONSIBILITIES**

- Provide administrative support to retail team and data entry
- Handle customer inquiries and complaints
- Responsible to check the data or information such as staff roster, staff attendance record, over-time record, surprise check report, claim for petty cash, sales records and repair maintenance records
- Act as a key coordinator with other different internal functional teams, including warehouse, logistics team, marketing, HR and administration, and external parties
- Ad hoc studies and activities, including but not limit to road show, pop-up store and staff sales
- To carry out other duties assigned by the supervisor

**QUALIFICATIONS**

- An understanding of the Christian faith, values and ethos of The Salvation Army
- (i) have Level 2 or equivalent or above in 5 subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or (ii) have Level 2 / Grade E or above in 5 subjects in the HK Certificate of Education Examination (HKCEE), or equivalent
- Have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the HKDSEE, or equivalent
- At least 3 years relevant working experience
- Attention to detail and good interpersonal skills
- Solid working experience in Retail or Distribution Centre is preferred

- Hands-on PC operations in both English and Chinese
- 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](mailto: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 no longer than two years after completion of the recruitment exercise.