



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

This job advertisement is available in English only.
本招聘廣告只提供英文版本
本招聘廣告只提供英文版本
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:

Part-time Assistant Executive (6-month Contract)
Social Services Department
(Ref: TAE/SSD/11-21)

RESPONSIBILITIES

- Handle general administrative duties of human resources team, including setting up and maintaining office files, reports, and correspondences
- Update and maintain accurate employee records, including filings
- Assist in human resources related ad hoc duties as assigned
- Perform any other legitimate duties assigned by superiors

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Have attained Level 2 or equivalent or above in five subjects including Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent; or Level 2/ Grade E or above in five subjects including Chinese Language and English Language in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent
- Good command of both written English and Chinese
- Strong sense of responsibility and attention to details
- Immediate availability is preferred

WORKING HOURS AND SALARY

- 5 half-day per week
- Salary: \$93 per hour

Application Procedure

Please apply with full resume, stating clearly current and expected salary, to the **Acting 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 (Ref: TAE/SSD/11-21) on the envelope or email to hrd.recruit@hkm.salvationarmy.org.

Application Deadline: 21 December 2021

All information provided will be treated in strictest confidence & used for recruitment purpose only. Applicants not contacted within 3 months may consider their applications unsuccessful. All unsuccessful applications will be kept for a period of no longer than two years after completion of the recruitment exercise.