



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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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 more than 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:

Assistant Operations Manager
Recycling Programme
(Reference No.: AOM/RP/11-21)

RESPONSIBILITIES

- Ensure smooth logistics and warehouse operations by exercising good stewardship over all manpower and resources
- Manage collection points and arrange accurate provision of items for Family Stores
- Ensure the safe and healthy working environment and increase employees' awareness by providing work safety training
- Assign job tasks, monitor employees' performance and develop potential employee by coaching and training
- Prepare regular reports such as sales, inventory, daily collection volume, etc. for business trend analysis
- Perform any other legitimate duties assigned by the supervisor and Head of Department

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Degree in Logistics, Supply Chain, Management or related disciplines
- More than 7 years' experience in Industrial Engineering, Warehouse, Supply Chain, with solid experience in Distribution Team Management
- Good mentoring and coaching skills to build up strong distribution team
- Mature and able to work independently and under pressure
- Good analytical, market evaluation and business planning skills
- Strong interpersonal skill to communicate with people at all levels with good command of written and spoken English and Chinese
- Proficient in MS Office including MS Word, Excel, PowerPoint, ERP system and Logistics monitoring system

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: AOM/RP/11-21**) 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.