



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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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:

Assistant Executive Officer
Social Services Department
(Ref: AEO/SSD/12-21)

RESPONSIBILITIES

- Set up, maintain, and review administrative systems including workflow between head office and service units, filing and electronic document sharing systems
- Assist in preparing and proofreading different types of documents, reports, and presentation materials, ensure accuracy and compliance with policies and procedures
- Generate reports at the request of management
- Greet guests and answer phone calls
- Provide guidance and support to colleagues regarding procedures and workflow
- Provide secretarial support to immediate supervisor such as scheduling and coordinating interviews, meetings, appointments and events
- Provide administrative support to meetings such as scheduling meetings, preparing agenda and meeting materials, taking minutes, handling meeting logistics
- Assist in inventory taking, procurement, and replenishment of stationery, office furniture and equipment
- Perform basic accounting functions including requisition for procurement and payments
- Provide clerical support for budget preparation
- Make suggestions and implement occupational safety and health measures
- Assist in organizing departmental / divisional staff events
- Perform other legitimate duties assigned by the supervisor or Head of Department

REQUIREMENTS

- Understanding of the Christian faith, values and ethos of The Salvation Army
- Diploma/certificate with 2 years of relevant experience, OR
- Five passes in HKCEE including English (syllabus B), and Chinese OR any combination of results in 5 Hong Kong Diploma of Secondary Education (HKDSE) subjects of Level 2 in New Senior Secondary (NSS) subjects (including English and Chinese Language); 4 years of relevant experience
- Good communication skill in both spoken and written English and Chinese
- Proficient skills in PC Knowledge

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: AEO/SSD/12-21) on the envelope or email to hrd.recruit@hkm.salvationarmy.org.

Application Deadline: 29 January 2022

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.