



**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:

**Administrative Assistant**  
**Recycling Programme**  
**(Reference No.: SA/RP/0004-2022)**

**RESPONSIBILITIES:**

- Handle public enquiries and complaints
- Provide administrative support to the department
- Assists in sourcing quotations for purchasing
- Responsible for purchase orders, follow-ups and payments
- Assists in preparing reports/ log sheets as and when required
- Develop and maintain the filling system
- Handle petty cash
- Perform any other legitimate duties as assigned by supervisor and management

**REQUIREMENTS:**

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Have Level 2 or above in five subjects in HKDSEE or Level 2/ Grade E or above in five subjects in HKCEE, including Chinese Language and English Language, or equivalent
- Good command of both written and spoken English and Chinese, including Putonghua
- Strong PC skills in using MS Office and Chinese input
- Quick learner with strong sense of responsibility, well-organized and detail-minded
- Pleasant, proactive, customer-oriented, good interpersonal and communication skills

**Application Procedure**

Please send your full resume, stating clearly current and 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** by quoting reference number (SA/RP/0004-2022) on the envelope 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.