



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

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 a high caliber professional to fill the following position:

Administrative Assistant III, Pre-school Education
Educational Services Department
(Ref: AAIH/ESD/05-22)

RESPONSIBILITIES

- Handle administrative and clerical duties as assigned
- Assist in organizing or handling staff training, recruitment, contract renewal and issuing of relevant document, etc.
- Assist in handling financial issues such as data entry for budgets, transactions checking, prepare requisitions and payment vouchers, etc.
- Carry out reception duties and liaise with subsidiary units
- Provide support in organizing events
- Perform any legitimate duties assigned by the supervisor & Head of Department

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Bachelor Degree in Business Administration or other related disciplines, preferable with LCCI Level I
- Minimum 2 years' relevant experience of administration support in Pre-School setting
- Possess strong sense of confidentiality
- Demonstrated good communication, high efficiency at work with patience
- Possess sound skill in translation from English to Chinese and vice versa
- Hands-on PC operations in both English & Chinese

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 (AAIH/ESD/05-22) 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. 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.