



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 II (Secretary/Archive Officer)

Property Department

(Ref: AAII/PD/05-22)

RESPONSIBILITIES

- Secretarial support to the Property Director includes managing daily calendar, schedule of appointments, meetings, preparing agenda & minutes, assisting in preparing budget and report, etc.
- General administrative duties to the department includes preparation & handling of renovation forms, schedule of works, requisitions, payment vouchers, upload documents, forms, drawings to document library, policy & procedural compliance, projects documentary, liaison & co-ordination with internal departments, etc.
- Mainly handle tenancy agreements and upload documents, etc.
- Handle incoming mails and documents, answer phone calls, handle travel arrangements, arrange payments / reimbursements, office administration and housekeeping duties, etc.
- Set up, maintain and keep updating an effective filing system, including filing and archive, electronic systems for records, reports, correspondences, etc.
- Assist in archives and records management, including acquisition, appraisal, description and accessioning, records scheduling, disposal, research and development
- Assist in processing requests for access to archives
- Perform any other legitimate duties assigned by supervisor and management

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Bachelor Degree in Business Administration, Computer Science, Information Technology or other related disciplines
- Minimum 5 years' solid experience in a administrative role serving management, preferably with Property Development sector
- Demonstrated maturity and confidentiality
- Ability to communicate well and effectively with all levels of staff across the organization and outside contacts
- Pro-active, strong sense of responsibility, detail-minded, well-organized
- Able to work independently
- Good command of Microsoft Work, Excel & Powerpoint
- Proficient in both spoken and written English and Chinese (Putonghua included)

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: AAII/PD/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.