



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

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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 high caliber professional to apply for the following position:

**Assistant Business Executive  
Recycling Programme  
(Reference No.: SA/RP/0002-2022)**

**RESPONSIBILITIES**

1. Provide secretarial and administrative support to Recycling Programme (RP) Director and the Department
2. Conduct regular analysis based on information generated from Finance Department, prepare relevant reports to the RP Director
3. Prepare annual budget and cash flow projection
4. Assist Director in monitoring the monthly income and expenditure of the Department to ensure expenditure are in line with the approved budget
5. Monitor the operation of petty cash, payment vouchers and quotations
6. Monitor the daily data input for goods collected from collection points
7. Update departmental asset list
8. Supervise subordinate(s) as assigned
9. Perform any other legitimate duties assigned by supervisor and management

**REQUIREMENTS**

1. An understanding of the Christian faith, values and ethos of The Salvation Army
2. Bachelor degree in Business Management or related disciplines
3. Minimum 3 years' relevant experience preferably in multi-national company related to retail industry
4. Ability to communicate well and effectively with all levels of staff across the organization and outside contacts
5. Pro-active, innovative, strong sense of responsibility, detail-minded, well-organized
6. Strong planning, analytical and problem solving skills
7. Strong PC skills in using MS Office such as Word, Excel, PowerPoint, Chinese Word Processing and web applications
8. Good command of both written and spoken English and Chinese

**Application Procedure**

Please send your full resume with 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/0002-2022) 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 not longer than two years after completion of the recruitment exercise.