



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
RP.Recruit@hkm.salvationarmy.or

The Salvation Army is an international Christian church and charity organization operating in 133 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:

Sales Assistant
Recycling Programme
(Reference No.: SA/RP/0012-2022)

RESPONSIBILITIES:

- Assist to run the daily operations of the department
- Provide the clerical and administration support to the department
- Check and maintain the sales' records
- Assist in answering customers enquiries over the phone, email, and WhatsApp
- Handle lost and found cases and complaints
- Provide relieve support to other teams as and when required
- Perform other legitimate duties assigned by the superior(s)

REQUIREMENTS:

- An understanding of the Christian faith, values and ethos of The Salvation Army
- 5 subjects passed in HKCEE/ HKDSE including Chinese and English, or equivalent
- Minimum 1 years' clerical experience
- Good command of written and spoken English and Chinese, including Putonghua
- Hands-on PC operations in both English and Chinese
- Good problem-solving, communications and interpersonal skills
- Self-motivated, detail-minded and well-organized, able to work under pressure and meet deadlines

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/0012-2022) on the envelope or email to 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.