



救世軍 港澳地域
The Salvation Army
Hong Kong and Macau Territory

This job advertisement is available in English only.

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如有查詢，請電郵至

HRD.recruit@hkm.salvationarmy.org

The Salvation Army is an international Christian church and charity working in 133 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.

Qualified persons are invited to apply for the following position:

Assistant Executive (Full-time / Part-time)
Social Services Department (SSD)
(Ref: AE/SSD/03-23)

Reporting directly to the SSD Human Resources Manager, the appointee is to perform general human resources administrative duties in support of service divisions, clusters and units and to enhance the efficient and effective operations of the Social Services Department.

RESPONSIBILITIES

- Handle general clerical duties, taking minutes, filing, liaison works, etc.
- Maintain the daily operations of the SSD HR team
- Maintain effective communications and connections with service units of SSD
- Coordinate with service units in handling HR related matters such as preparation of appointment letters, contract renewal, certificates of employment, etc.
- Perform any other legitimate duties assigned by superiors

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Have attained Level 2 or above in 5 subjects including Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Level 2/ Grade E or above in five subjects including Chinese Language and English Language (syllabus B) in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent
- Good command of both written and spoken English and Chinese
- Strong sense of responsibility, well-organized and detail-minded
- Immediate availability is preferred

Application Procedure

Please apply with full resume, stating clearly current and expected salary, to the **Human Resources Manager, The Salvation Army Hong Kong and Macau Command, 6/F Human Resources Department, 11 Wing Sing Lane, Yaumatei, Kowloon** by quoting reference number **(AE/SSD/03-23)** on the envelope or email to hrd.recruit@hkm.salvationarmy.org

Application Deadline: 31 March 2023

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.