



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

This job advertisement is available in English only.

本招聘廣告只提供英文版本

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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 134 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 high caliber professionals to apply for the following position:

Administrative and Project Officer
China Development Department
(Ref: A&PO/CDD/08-23)

RESPONSIBILITIES

- Assist in handling office administration, finance and human resources related issues and works for Hong Kong and Mainland China Offices.
- Provide secretarial support to supervisor.
- Handle travel arrangements.
- Assist in implementing and monitoring projects as assigned.
- Assist in fundraising activities as and when required.
- Perform any other legitimate duties assigned by superior(s).

REQUIREMENTS

- Committed to serve the community.
- Diploma or above in Business Management / Social Service, or other related disciplines.
- Minimum 2 years of relevant working experience.
- Excellent in both written and spoken English and Chinese, including Putonghua.
- Strong PC skills in using MS Office and web applications.
- Good communication, interpersonal and negotiation skills.
- Pro-active, strong sense of responsibility, and well-organized.
- Able to work under pressure and independently.

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 Territory, 6/F Human Resources Department, 11 Wing Sing Lane, Yaumatei, Kowloon** by quoting reference number (Ref: A&PO/CDD/08-23) 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. All unsuccessful applications will be kept for a period of no longer than two years after completion of the recruitment exercise.