



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 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:

Administrative Assistant
Property Department
(Ref: AAI/PA/04-23)

RESPONSIBILITIES

- Provide secretarial support to the head of Property Department includes managing daily calendar, schedule of appointments, meetings, preparing agenda & minutes, assisting in preparing budget and reports, etc.
- Responsible for administrative and housekeeping duties of the department, liaison and co-ordination with internal departments, etc.
- Maintain an effective and updated filing system, assist in archives and records management
- Perform any other legitimate duties assigned by superiors

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Degree in Business Administration or other related disciplines
- Minimum 5 years' solid experience with secretarial experience is preferable
- Good command in both spoken and written English and Chinese
- Proficient in Microsoft applications such as Word, Excel, PowerPoint, Chinese Word Processing and web applications
- Strong sense of responsibility, well-organized, detail-minded, independent, able to work under pressure and meet deadlines
- Ability to communicate well and effectively with all levels of staff across the organization and outside contacts

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: AAI/PA/04-23) 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. 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.