



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 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.

Qualified persons are invited to apply for the following position:

Administrative Assistant
Business Administration Department
(Ref: AA/BA/07-23)

RESPONSIBILITIES

- Be responsible for receptionist duties and handle public enquiries
- Handle central office administrative duties including but not limited to office supplies and equipment, repair and maintenance, arrange courier and postage services, vehicles licensing, stock take, booking of meeting rooms, carpark service, vacant quarters' arrangement, etc.
- Assist in sourcing quotations, placing orders for purchasing
- Provide secretarial support to Boards & Councils, and other meetings as and when required
- Assist in supervising and scheduling the work for Office Cleaners and Office Assistant
- Assist in handling all types of insurances for the organisation
- Be responsible for all bank accounts and company credit card set up, changes or suspension
- Perform any other legitimate duties assigned by the superiors

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Degree in Business Administration, Insurance, or other related discipline with 1 years' relevant experience or Diploma with 2 years' relevant experience. Experience in handling general insurance and claims is an advantage
- Insurance Intermediaries Qualifying Examination (IIQE) 1, 2, 3 and 5 is an advantage
- Proficiency of Microsoft Office applications, such as Word, Excel, PowerPoint and Chinese Word Processing
- Good command in both written and spoken English and Chinese
- Strong communication and negotiation skills
- Mature, customer-centric, self-motivated, analytical and detail-oriented, independent with strong sense of responsibilities
- Able to work under pressure and meet deadlines

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: AA/BA/07-23**) 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.