



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.

Qualified persons are invited to apply for the following position:

Human Resources Assistant
Human Resources Department
(Ref: HRA/HRD/09-23)

RESPONSIBILITIES

- Assist in daily human resources operations including job posting, interview arrangement, benefits administration, and filing
- Update and maintain staff personal and leave record in the Human Resources Management System (HRMS)
- Assist in the data collection and preparation of regular HR reports for management review
- Support staff engagement and corporate events such as annual Christmas Party
- Participate in ad hoc projects such as HRMS upgrade User Acceptance Test and implementation

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Diploma or above in Human Resources Management, Business Administration, Psychology or related disciplines
- 1-2 years' relevant experience is preferred
- Good command of both written and spoken English and Chinese, including Putonghua
- Proficient in Microsoft Office and web applications
- Familiar with Hong Kong employment related ordinances will be an advantage
- Fresh graduates will also be considered

We offer:

- 5-day work week
- Medical benefits
- 12 days paid annual vacation leave
- Family Leave
- Marriage Leave

Work location: Yaumatei

Application Procedure

Please apply with full resume, stating clearly current and expected salary, to the **Finance and Human Resources Administrator, The Salvation Army Hong Kong and Macau Territory, 6/F Human Resources Department, 11 Wing Sing Lane, Yaumatei, Kowloon** by quoting reference number **(HRA/HRD/09-23)** 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.