



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/08-23)

RESPONSIBILITIES

- Provide all rounded HR services including talent acquisition, staff orientations, compensation and benefits, training and development, performance management, employee relations, leave management, etc.
- Assist in managing Human Resources Management System (HRMS) including conducting user acceptance test, maintenance, data update and liaison with various stakeholders
- Update and maintain accurate staff records in HRMS
- To be responsible for occupational health and safety for employees
- Assist in reviewing, updating and implementing HR policies, procedures and guidelines
- Assist in preparing HR monthly reports, statistics and analysis as and when required
- Assist in promoting and coordinating coworkers assistance and wellness programmes
- Assist in organizing staff and corporate event
- Perform any legitimate duties assigned by the supervisor(s)

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 discipline
- Minimum 2 years' relevant experience, hands-on HRIS experience is preferred
- Familiar with relevant Ordinances in Hong Kong. Knowledge of PRC and Macau labour ordinance preferred
- Good command of both written and spoken English and Chinese, including Putonghua
- Strong PC skills in using MS Office and web applications
- Sensitive to confidentiality
- Strong sense of responsibilities, multi-tasking, detail-minded, well-organized, independent, able to work under pressure and meet deadlines
- A team player with good interpersonal, communication, and problem-solving skills

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/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.