



**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](mailto: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:

**Executive Assistant**  
**Women's Ministries and Legal Department**  
**(Ref: EA/WMLG/11-23)**

**RESPONSIBILITIES**

- Provide secretarial support to the Senior Management (Territorial Leader), including but not limited to travel manage scheduling meeting, preparation of agendas and minutes
- Assist in updates of social media and associated webpages
- Assist in handling financial matters such as budgeting, prepare payment vouchers, etc.
- Draft outgoing and filter incoming correspondence in English and Chinese
- Handling of documents including proofing, editing or translating into English or Chinese as requested
- Provide administrative support to Boards & Councils including but not limited to setting agenda and record of minutes
- Handle general office administrative duties
- Management of electronic and hardcopy filing systems
- Perform any legitimate duties assigned by the superior(s)

**REQUIREMENT**

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Bachelor Degree in Business Administration, Translation or other related disciplines
- Minimum 5 years' solid experience in a Personal Assistant/ Executive Assistant role serving the senior management
- Ability to communicate well and effectively with all levels of professionals across the organization and outside contacts
- Pro-active, strong sense of responsibility, detail-minded, well-organized, patience
- Strong PC skills in using MS Office and web applications
- Proficiency in both written and spoken English and Chinese, including Putonghua
- Demonstrated maturity and confidentiality
- Good communication and problem-solving skills
- Pro-active, innovative, strong sense of responsibility and detail-minded
- Able to work under pressure and independently

**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 **(EA/WMLG/11-23)** on the envelope or email to [HRD.recruit@hkm.salvationarmy.org](mailto: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.*