



救世軍 港澳地域
The Salvation Army
Hong Kong and Macau Territory

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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.

We are now inviting high caliber professionals to apply for the following position:

Donor Services Officer
Communications and Fundraising Department
(Ref: DSO/CFD/01-24)

RESPONSIBILITIES

- To manage and maintain the donation management system;
- To handle all types of donation processing, and clearing of donations from various payment channels;
- To provide donor services and support donor retention activities;
- To produce donation reports and analysis;
- Handle donor enquiries and complaints;
- Provide support in fundraising and corporate activities as and when required;
- Perform any other duties assigned by the supervisors;

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army;
- Degree in any discipline with at least 3 years relevant working experience; or Diploma holder with at least 5 years relevant working experience;
- Proficiency in Microsoft software and database management;
- Good command in written and spoken English & Chinese (Cantonese and Putonghua);
- Proactive, self-motivated, attentive to details and well organized;
- Good customer service and communications skills;
- Overtime, occasional work on holidays and outdoor work as and when required.

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: DSO/CFD/01-24)** 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.