



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.

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

Administration Assistant
Recycling Programme
(Ref: AA/RP/03-24)

RESPONSIBILITIES

The primary job functions are:

Operations Management:

- Comply with Army policies and the operational guidelines of RP
- Provide administrative support to the department
- Assist in preparing relevant reports/log sheets as and when required
- Assist in preparing annual budget of administrative team
- Assist in sourcing quotations for purchasing
- Be responsible for purchase orders, follow-ups and payments
- Handle petty cash
- Track and trace collection status as and when required
- Assist in daily data input for goods collected from collection points
- Develop and maintain the filing system
- Handle public enquiries and complaints
- Provide customer service supports
- Assist in handling and follow up on customers and overseas inquiries and collection booking as and when required
- Participate in work safety trainings and follow the occupational safety and health requirement to avoid work injuries
- Cooperate with other teams to ensure a smooth process
- Perform other legitimate duties assigned by the superior(s)

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Attained Level 2 or above in five subjects in HKDSEE or Level 2/ Grade E or above in five subjects in HKCEE, including Chinese Language and English Language, or equivalent
- Good command of written and spoken English and Chinese, including Putonghua
- Proficient in MS Office and Chinese word processing
- Good communications and interpersonal skills
- Good team-player with strong sense of responsibility, well-organized and detail minded
- 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/RP/03-24**) on the envelope or email to RP.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.