



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:

Assistant Human Resources Officer (Operations & Systems)
Human Resources Department
(Ref: AHRO/HRD/03-24)

RESPONSIBILITIES

- Provide HR operational services including payroll and MPF administration, employee compensation, leave management, medical plan update and offboarding logistics
- Coordinate on request for HR system function enhancement for current system, and support implementation of new HRMS including consolidation of user requirements etc.
- Prepare regular reports and data analysis for management review
- Participate in annual HR exercise such as tax filing, budgeting, salary review etc.
- Assist on ad hoc duties as required

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Bachelor Degree in Business Administration, Human Resources Management, Information System or other related disciplines
- Minimum 2 years' related experience; prior experience in HRMS implementation / management is highly desirable
- Well-versed in the Employment Ordinance, MPF Ordinance and HK tax law
- Strong analytical mindset and problem solving skills
- Excellent command of spoken and written English and Chinese
- Fresh degree graduates will also be considered; candidates with less experience will be considered for the post of Human Resources Assistant

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: AHRO/HRD/03-24)** 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.