



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:

Administrative Assistant
Design and Media Department & Trade Department
(Ref: AIII/DMDTD/03-24)

RESPONSIBILITIES

- Handle the printing arrangement including sourcing quotations, placing orders and payments etc;
- Provide support to shooting and filming job;
- Communicate with different parties to ensure the design job is on schedule;
- Manage online POS system and handle customers' orders, enquiry and payment;
- Monitor inventory and conduct stock-take;
- Handle administrative duties including but not limited to office supplies and equipment, budget control;
- Assist in preparing annual budget and reports 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
- Diploma in Marketing/ Mass Communication/ Business/ Retail or related discipline;
- 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;
- Minimum 2 years of relevant working experience, experience in printing and production field is a plus;
- Proficiency in both written and spoken English and Chinese, including Putonghua;
- Proficiency in Microsoft applications;
- Sensitive to figures, analytical and with good sense of market trends;
- Proactive, self-motivated, and able to work independently;
- Attentive to details, well organized, with good interpersonal and communications skills;
- Overtime, occasional work on holidays and outdoor work as and when required.

Fresh Bachelor graduate without experience is considerable:

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: AAIH/DMDTD/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.