



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
Business Administration Department
(Ref: AAIII/BA/05-24)

RESPONSIBILITIES

- Responsible for all types of insurance and tendering for insurance contract renewal;
- Managing all insurance claims, reimbursement and preparing regular analysis reports;
- Provide day-to-day administrative support to the Central Office, including but not limited to receptionist duties, procure and maintain office supplies and equipment, and maintain central filing system, etc.;
- Answering enquiries, take messages and perform reception counter services;
- Performing offsite duties such as mailing, courier and postage services;
- Undertake ad-hoc tasks as assigned from time to time.

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Degree in Business Administration, Insurance or related disciplines; or Diploma with 2 year's relevant experience; experience in handling general insurance and claims is an advantage
- Insurance Intermediaries Qualifying Examination (IIQE) 1, 2, 3 and 5 is an advantage;
- Good command in both written and spoken English and Chinese;
- Proficiency of Microsoft Office applications, such as Word, Excel, PowerPoint and Chinese Word Processing;
- Strong communication and negotiation skills;
- Mature, customer-centric, self-motivated, analytical and detail-oriented, independent with strong sense of responsibilities;
- 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: AAIII/BA/05-24) 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.