



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

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[HRD.recruit@hkm.salvationarmy.org](mailto: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**  
**Communications and Fundraising Department**  
**(Ref: AA/CFD/05-24)**

**RESPONSIBILITIES**

- Handle administrative duties including but not limited to office supplies and equipment, coordination of donations and in-kind donations
- Deal with general enquiries and complaints from the public and media, and be the first point of contact for donation enquiries
- To provide support in fundraising events or implementation of branding and marketing communications plans
- Assist in sourcing quotations for purchasing, placing purchase orders, follow-ups and payments
- Assist in donor data inputting, amendments, and fundraising reports
- Provide copywriting support for annual reports, communications materials, and brand presentations
- Perform any other duties assigned by the supervisors

**REQUIREMENTS**

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Associate Degree or above in Marketing / Mass Communication / Business / Languages related discipline
- Attained Level 2 or above in five subjects in HKDSE 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, with social media and online publishing experience are required
- Proficiency in Microsoft applications
- Proficiency in both written and spoken English and Chinese, including Putonghua
- 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

**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: FO/CFD/01-24)** on the envelope or email to [hrd.recruit@hkm.salvationarmy.org](mailto: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.*