



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

This job advertisement is available in English only.

本招聘廣告只提供英文版本

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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.

Qualified persons are invited to apply for the following position:

Administrative Assistant
Educational Services Department
(Ref: AAIH/ESD/07-24)

RESPONSIBILITIES

- Provide secretarial support to the Boards & Councils and department; handle incoming and outgoing emails, letters, and phone calls
- Manage the team's event calendar, and provide logistics support to programmes / campaigns / events
- Assist in programme management and implementation, including tutor management and class scheduling etc.
- Prepare various reports, documents, presentations and draft correspondences
- Assist in education service development and promotion / publicity
- Assist in coordinate large-scale educational activities, exhibitions, and competitions
- Undertake specific School Administrative tasks as assigned
- Set up, review and maintain an effective filing system
- Work outside of regular office hours, on Saturdays, and off-campus duty as needed

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- A Degree holder in Business Administration other relevant discipline; or Diploma holder with at least 2 years of experience
- Prior experience in Education Institution is an advantage
- Proficiency in oral and written English and Chinese
- Hands-on PC operations in Microsoft Office including Word, Excel and PowerPoint
- Possess strong sense of confidentiality
- Demonstrate good communication, high efficiency at work with patience

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 **(AAIH/ESD/07-24)** 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. All unsuccessful applications will be kept for a period of no longer than two years after completion of the recruitment exercise.