



**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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[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**  
**Literary Department**  
**(Ref: AAII/LD/09-24)**

**RESPONSIBILITIES**

- Support the production and distribution of the Department's publication, including periodicals and annual report etc.;
- Provide secretarial support for board meetings, including preparing agenda, taking minutes, and correspondences;
- Handle incoming mails, phone calls, travel arrangements, payments / reimbursements, and office administration;
- Assist in preparing budget, monitor expenses and report irregularities to supervisors;
- Manage the daily calendar, appointments, meetings and trips for the supervisors;
- Maintain an effective filing system for both physical and electronics documents;
- Assist in organizing staff events functions such as parties and retreats;
- Perform any other legitimate duties assigned by the supervisors.

**REQUIREMENTS**

- An understanding of the Christian faith, values and ethos of The Salvation Army;
- Degree in Business Administration or other related disciplines;
- Minimum 3 years' solid experience in a Personal Assistant/ Secretary role. Those with publishing experience will be given priority;
- Proficiency in both spoken and written English and Chinese, including Putonghua;
- Demonstrated maturity and confidentiality;
- Ability to communicate well and effectively with all levels of staff across the organization and outside contacts;
- Pro-active, strong sense of responsibility, detail-minded, well-organized ;
- Able to work independently.

**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: AAI/LD/09-24**) 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.*