



**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](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.

Qualified persons are invited to apply for the following position:

**Administrative Assistant (Schools)**  
**Educational Services Department**  
**(Ref: AAIH-SCH/ESD/10-24)**

**RESPONSIBILITIES**

- Provide clerical support to the Department and schools
- Assist on finance and accounting duties by updating expenses in the budget files and preparing cheques, vouchers and requisitions.
- Assist School Group Leads and supervisor(s) in organizing educational events and initiatives for Schools.
- Carry out reception duties and liaise with subsidiary units.
- Undertake specific School Administrative tasks as assigned.
- Perform the legitimate duties assigned by the supervisor and management.

**REQUIREMENTS**

- Understand the Christian faith, values and ethos of The Salvation Army.
- Diploma in Business Administration, Management or other related disciplines.
- Minimum 2 years' relevant experience of administration support.
- Hands-on PC operations in both English & Chinese.
- Proficiency in oral and written English and Chinese.
- Possess strong sense of confidentiality.
- Demonstrated 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-SCH/ESD/10-24)** 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. All unsuccessful applications will be kept for a period of no longer than two years after completion of the recruitment exercise.*