



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.

Qualified persons are invited to apply for the following position:

Human Resources Assistant
Educational Services Department
(Ref: HRA/ESD/10-24)

RESPONSIBILITIES

- Assist in daily HR administration including recruitment, staff movement, and maintenance of staff record, attendance and leave records.
- Update system record and assist in the enhancement/ maintenance of Human Resources Management System (HRMS).
- Assist in organizing staff activities such as staff orientation, trainings and departmental / organization-wide staff events.
- Assist in the collection/research in HR related information such as employment related legislations, salary survey, etc.
- Prepare periodic reports, statistics and analysis for management information and review.
- Perform the legitimate duties assigned by the supervisor and management.

REQUIREMENTS

- Understand the Christian faith, values and ethos of The Salvation Army.
- Diploma or above in Human Resources Management or related disciplines.
- Minimum 2 years' relevant working experience.
- High proficiency in PC operations including MS Word, Excel and PowerPoint; knowledge in Chinese word processing.
- Good command of spoken and written English and Chinese.
- A good team player with good interpersonal and communication skills.

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 **(HRA/ESD/10-24)** 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.