



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.

We are now inviting high caliber professionals to apply for the following position:

Executive Officer (Works and Insurance)
Social Services Department
(Ref: EO-W&I/SSD/10-24)

RESPONSIBILITIES

- Develop, maintain and review the overall administrative workflow and document systems;
- Handle property works and insurance issues;
- Create and edit various documents and presentation materials
- Provide secretariat support to supervisor in scheduling meetings, and event coordination;
- Assist in renovation and redevelopment projects, procurement of equipment, funding application;
- Handle the employees insurance and compensation matter;
- Stay updated on policies and communicate changes effectively;
- Coordinate procurement of equipment;
- Handle financial related matters;
- Assist in organizing and managing reception activities, incoming calls, emails, and donations;
- Assist in coordinating and implementing staff events
- Perform any other legitimate duties assigned by the superior

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Degree holder or equivalent with minimum 2 years of relevant experience, or Have attained Level 2 or above in 5 subjects including Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Level 2/ Grade E or above in five subjects including Chinese Language and English Language (syllabus B) in the Hong Kong Certificate of Education Examination (HKCEE) plus 7 years of relevant experience
- Good communication skill in both written and spoken Chinese and English
- Proficient skills in PC Knowledge

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: EO-W&I/SSD/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. 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.