



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.

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

Assistant Administrative Officer
Business Administration Department
(Ref: AAO/BA/11-24)

RESPONSIBILITIES

- In-charge of reviewing and renewal of all types of insurance schemes of The Salvation Army covered Hong Kong, Macau and Mainland China, including but not limited to manage all claims, and prepare regular reports for analysis
- Assist in supervising the daily operations of the central office administration of the department
- Assist in establishing, reviewing and implementing relevant policies and procedures
- Assist in preparing annual budget and cost control
- Take part in the Boards and Councils as appointed by the organisation
- Renewal licencing of fleet vehicles, maintain office supplies and equipment, etc.
- Take the lead in planning the activities and working with HR to provide work safety trainings for subordinates.
- Ensure and maintain the workplace environments to be hygienic and safe for all staff and visitors
- Arrange and distribute of incoming and outgoing letters and courier; outside works is necessary;
- Perform any other legitimate duties as assigned by superior(s)

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Degree holder in Business Administration/ Insurance/ Commerce or equivalent;
- With minimum 3 years of solid experience in administration, handling insurance/ investment/ banking is definitely advantage;
- Holding Insurance related license is preferred, including Insurance Intermediaries Qualifying Examination Paper 1, 2, 3, 5;
- Proficiency in both written and spoken English and Chinese;
- Proficiency of Microsoft Office applications, such as M365, Word, Excel, PowerPoint and Chinese Word Processing;
- Good business sense, analytical, planning, organization, problem solving and management skills;

- Strong interpersonal skills with customer service-oriented mindset and ability to deal with different levels of internal and external parties;
- Possess strategic outlook and pursue continuous process improvement through application of innovation and technology;
- Self-motivated with a strong desire to achieve the highest performance standards;
- 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: AAO/BA/11-24) 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.