



**The Salvation Army** is a Christian organization. Since 1930, we have developed into a multi-services agency in HK providing an extensive range of educational, social as well as Christian services. To better utilize resources and fund the services of the Army, The Recycling Programme of The Salvation Army runs 17 family stores to sell or distribute in-kind donations from companies and individuals to the needy locally or for the relief of disaster survivors worldwide.

## Assistant Retail Manager - Recycling Programme (Ref.: ARM/RP/07-11)

Assisting the Retail Manager, the appointee will be involved in managing the operations of the Family Stores and to achieve sales and profit targets.

### **Duties:**

- To assist in all aspects of retail operations include managing stocks, people, customer relationship; store operations and renovation
- To explore opportunities to upgrade the teams' performance and to lead the team to provide high quality of services to customers and to achieve the sales targets
- To develop and implement retail strategies as formulated in action plans, reports and presentations
- To build up a good communication channel and to ensure a safe and satisfactory working environment to all team members

### **Requirements:**

- Understanding of the Christian faith, values and ethos of The Salvation Army
- Diploma or above in Business Management or related discipline
- Minimum 2 years' stores management experience. Excellent knowledge in retail marketing
- Good command of both written and spoken English and Chinese, including Putonghua
- Proficient in MS Office including Word, Excel, Powerpoint and Chinese Word Processing
- A team player with strong communication, interpersonal, and problem solving skills
- Analytical, detail-minded, and strong sense of responsibilities, able to work under pressure and meet deadlines
- Immediate availability is preferred

Please apply with full resume, current and expected salary, to **General Secretary, The Salvation Army, P.O. Box 70129, Kowloon Central Post Office, Hong Kong** by quoting **reference number** on the envelope or email to [career@HKT.salvationarmy.org](mailto:career@HKT.salvationarmy.org)

All information provided will be treated in strictest confidence & used for recruitment purpose only. Unsuccessful applications will be kept for a period of not longer than two years after completion of the recruitment exercise.