環球宣愛協會
Alliance Global Serve
香港九龍長沙灣荔林街111號擎天廣場23字樓C室
Room C, 23/F., Kings Tower, 111 King Lam Street,
Cheung Sha Wan, Kowloon, Hong Kong
電話 Tel: +852 2338-9921
網頁 Website: www.allianceGS.org
電郵 E-mail: info@allianceGS.org

Recruitment of Executive & Ministry Assistant

To advance the mission of Alliance Global Serve (AGS), we are recruiting an Executive/ Ministry Assistant to support our office daily operation.

Major Responsibilities

- Provide administrative support for fund raising.
- Provide administrative support in organizing, maintaining and managing the offices facilities and data files;
- Provide administrative support for a full spectrum of human resources functions;
- Provide logistic support to Ministry Teams;
- Liaise with CC&MA churches, mission agencies, contractors and volunteers as appropriate;

Basic Requirements:

- Higher Diploma or above
- Proficiency in MS Office and Chinese & English word processing
- Good in Chinese & English communication and organisational skills
- Solid experience in administration would be an advantage

Applicants who have vision and passion on cross-cultural work, please send your **resume** and **salvation testimony** by post to the Recruitment Committee at the following address:

Alliance Global Serve Limited, P.O. Box No. 80368, Cheung Sha Wan Post Office, HK or

Email to job@AllianceGS.org

(Personal data is collected for purposes related to this recruitment only.)

For enquiries, please contact Ms. Manfe Leung by phone at 2338-9921.

Your support in this matter is much appreciated!

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