

# J O B O P E N I N G

## Country Support (One-year Contract)

Mission/Leaders & Members Support Department, Asia North Area



Your Talents,  
His Work

Find your fit within  
Church Employment 

### Responsibilities:

This position is to provide administrative support for Mission Presidents and provide other relevant support in Leaders & Members Support department related admin functions in Mongolia.

- Driving assignment for Mission Presidents which includes drive for missionaries, employees and church leaders.
- Manage and oversee all aspect of fleet management: Daily fleet operations and maintenance, and driver qualifications, safety and trainings
- Missionaries' apartment management. Under the Mission Presidents' direction, find apartments, communicate with landlords, make contacts and keep them up to date.
- Language support for Mission Presidents (English to local language or vice versa), translate documents, interpretate meetings, interviews if necessary.
- Provide relevant support in LMS related admin functions
- Other administrative assignment given from Mission Presidents

### Qualifications:

- Valid temple recommend
- Drivers' license
- Post-secondary degree in a relevant subject preferred
- At least 2 years relevant work experience preferred
- Any equivalent combination of education and work experience may satisfy this requirement (e.g., 6 years relevant work experience required without university-level degree)
- Proficiency in local and English languages is required
- Any qualifications for assigned multi-functional roles required

### Job Information:

- Job type: One-year Contract
- Location: Mongolia
- Salary: Follows Church Policy
- Starting date: November 2021 (Negotiable)
- Application Deadline: November 2, 2021

### Application:

- Please submit your resume from QR code right corner or link below:  
<https://careerssearch.churchofjesuschrist.org/Public/Search.aspx>
- Your personal information will be used for the Church's selection process.
- If you have any questions, please contact Yuki Kitahara ([yuki.kitahara@churchofjesuschrist.org](mailto:yuki.kitahara@churchofjesuschrist.org)).



## How to Apply

### 1. Prepare your Church Account

- In order to obtain a Church Account free of charge, please access [account.churchofjesuschrist.org](https://account.churchofjesuschrist.org), and click “Register for a Church Account.” You will be required to enter your membership record number (which can be obtained from your ward clerk) and birth date.



### 2. Access the Church Employment Webpage

- <https://careerssearch.churchofjesuschrist.org/Public/Search.aspx>

### 3. Enter the Job Posting ID of “323698”, and click “Search”

Posting ID

### 4. Select the applicable position from the search results, and click “Apply Now”

- When multiple positions are available, each position would require a separate application.

Apply Now

### 5. Enter your Church Account Username and Password to sign in

- If you have lost your Church Account information, click “Forgot your username” or “Forgot your password?”

Sign in

Help  
English

Church Account Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

### 1. On the Applying for Job page, please enter valid information into required fields and upload your resume to submit your application

- Required fields are the ones with the red asterisk (\*). Other fields are voluntary.
- Please upload your resume from the Resumes & Attachments section by clicking “Add Resume”.

Add Resume

- Complete your application by clicking “Submit Application” at the bottom of the page.

Submit Application

### 2. We will contact the candidates once they have been shortlisted for the interviews

- The resumes will usually be reviewed after the deadline has lapsed.
- The Church will reserve the right to interview candidates prior to the deadline.

### 3. Potential candidates may upload their profile on Talent Network without actually applying for a job

- <https://talentnetwork.churchofjesuschrist.org/Public/Main.aspx>

### 4. Inquiry

- For inquiries, please contact Yuki Kitahara (Human Resources).
- Email: [yuki.kitahara@churchofjesuschrist.org](mailto:yuki.kitahara@churchofjesuschrist.org)
- Tel: +81-3-4545-3090