

J O B O P E N I N G

Country Support (Temporary) Support Services Department, Asia North Area



Your Talents,
His Work

Find your fit within
Church Employment 

Responsibilities:

This position exists to administer all travel and fleet activities within an assigned area and provide other relevant support in SSD related functions, such as purchasing and DC.

- Handle travelers (missionaries, employees and church leaders) visa, tickets, lodging, etc
- Ensure all SSD policies and processes are accurately followed
- Ensure visitors entry and residency in country is compliant with all legal and government regulations
- Foster good relations with relevant government and public offices, stay abreast of changes in policies, regulations and requirements regarding travel to and from, and residency in assigned country
- Ensure proper communication and information sharing between HQ, area and mission office and missionaries regarding missionaries travel to and from assigned country
- Foster good relationships with vendors to ensure products and services are acquired at the best value (cost, timeliness, quality)
- Manage and oversee all aspect of fleet management in country: procurement, disposal, fleet operations and maintenance, and driver qualifications and trainings
- Assist in purchasing and DC operations as a back up
- Perform other duties as assigned by manager

Qualifications:

- Hold a valid temple recommend
- 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:

- Employment type: One-year contract
- Location: Mongolia Service Center
- Salary: Follows Church Policy
- Starting date: January 01, 2022
- Application Deadline: December 10, 2021

Application:

- Please submit your resume from QR code right corner or link below:
<https://careersearch.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).



How to Apply

1. Prepare your Church Account

- In order to obtain a Church Account free of charge, please access 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 “323696”, 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?”

[Help](#)
[English](#)

Sign in

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
- Tel: +81-3-4545-3090