

J O B O P E N I N G

Facilities Manager (Mongolia)

Meetinghouse Facilities Department, Asia North Area



Your Talents,
His Work

Find your fit within
Church Employment 

Responsibilities:

- Under the direction of Area O&M Manager, Prepare and implement operations & maintenance annual plan.
- Regularly inspect facilities to ensure compliance to approved standards.
- Manages resources including staff, contractors, and vendors to execute the annual plan.
- Secures contractors and vendors and ensures that work and services meet established specifications.
- Communicates frequently with customers, employees, vendors and contractors to develop and maintain effective relationships.

Qualifications:

- Current temple-recommend.
- Strongly prefer BS degree in facilities management, construction management, business, or a related field, with 2-5 years experience in facilities management, property management, or MBA with 2 years experience in facility, property management or related industry.
- 3 or more years in a leadership role leading others.
- Must be proficient in the use of computers and cellphones. Must understand and be able to use MS Office applications, department specific software, web-based programs, internet services, and wireless communications.
- Knowledge in facility and property management, construction procedures, business practices, safety and fire codes.
- Proven front-line management skills in a multi-discipline work environment and ability to manage difficult situations to achieve a positive and appropriate resolution.
- Ability to communicate professionally with employees, priesthood leaders, contractors and vendors. Mongolian and English fluency.

Job Information:

- Job type: Full-time
- Location: Ulaanbaatar, Mongolia
- Salary: Based on Church Policy
- Deadline: October 31, 2021 (candidates may be interviewed or hired prior to the deadline)
- Starting date: Negotiable

Application:

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



How to Apply

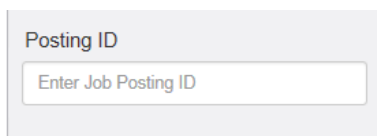
1. Prepare your Church Account

- 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://careersearch.churchofjesuschrist.org/Public/Search.aspx>

3. Enter the Job Posting ID of “323694”, and click “Search”



Posting ID
Enter Job 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
- Tel: +81-3-4545-3090