

J O B O P E N I N G

Admin Assistant

Seminary & Institute, Mongolia



Your Talents,
His Work

*Find your fit within
Church Employment* ➔

Responsibilities:

- Prepares documents, reports, charts, and graphs. Maintains and updates calendars. Schedules and/or coordinates meetings. Makes travel arrangements. Creates and/or maintains filing system.
- Reviews and distributes mail. Collects data and compiles information. Answers telephone and responds to routine calls/inquiries. Prepares correspondence.
- Provides a wide variety of administrative and support services for a work group, department/area, manager or director. Decisions and tasks are moderately complex and often non-routine, sound judgement, accuracy and timeliness required, assisting in resolving complex issues and problems.
- May assist in budget preparation and control activities. Administers programs, projects, and/or processes specific to the operating unit served. May serve as administrative liaison with others within and outside the company regarding administrative issues related to purchasing, personnel, facilities and operations. May conduct research, analyze information, and prepare recommendations.
- Resolves conventional problems, questions, or situations in conformance with defined criteria, practice, or protocol. May assist in orienting and training lower level employees. May deal with confidential information.

Qualifications:

- Valid temple recommend
- Understanding and applying good purchasing principles
- Ability to use computer and learn new software applications quickly
- Great negotiation skills
- Excellent communication skills

Job Information:

- Job type: 1.6 months (Maternity leave cover)
- Location: Office in Mongol
- Salary: Follows Church Policy
- Starting date: 15 November 2021

Application:

- Please submit your resume before 07 November 2021 from QR code right corner 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, 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://careersearch.churchofjesuschrist.org/Public/Search.aspx>

3. Enter the Job Posting ID of “325308”, 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: +81-3-4545-3100