

Executive Secretary

Asia North Area



Your Talents,
His Work

Find your fit within
Church Employment

Responsibilities:

- Composes, edits, and prepares documents such as correspondence, reports, agendas, and memoranda while compiling and evaluating complex data/information from multiple sources
- Conducts research and conduct analysis on data
- Coordinates programs, projects, and/or processes specific to assignment or leader being supported following up on project details and activities and ensuring that deadlines are met
- Serves as an administrative liaison between senior leadership and other key leaders both internally and externally
- Screens telephone calls, written correspondence, and visitors and resolves routine and complex inquiries
- Maintains and updates calendars, schedules and coordinates meetings, and makes travel arrangements
- Prepares and distributes minutes of meetings
- Assists in the organization of large group events
- Provides support within an environment of strict confidentiality
- Administers internal and external purchasing, deposits, and other financial matters

Qualifications:

- Hold valid temple recommend
- Bachelor's Degree and 3+ years related experience
- Excellent interpersonal skills and advanced communication skills both verbally and in writing
- Advanced research, analytical, and data summation abilities
- Advanced experience with Microsoft Office software especially Word, Excel, PowerPoint, and Outlook
- Ability to work with sensitive and highly confidential information
- Strong independent analysis and good judgment
- Broad knowledge of the organization's structure, functions, and key personnel
- Working knowledge of Church doctrine, policies, and procedures
- To successfully perform the essential functions of the job there may be physical requirements which need to be met such as sitting for long periods of time, moving about the office to deliver mail and other items, and using computer monitors/equipment
- Fluency in Japanese and English

Job Information:

- Job type: Full-time
- Location: Asia North Area Office (Tokyo, Japan)
- Salary: Based on Church policies and procedures
- Deadline: September 22, 2024 (candidates may be interviewed or hired prior to the deadline)
- Starting date: Between October and December 2024 (Negotiable)

Application:

- Please submit your resume and copy of temple recommend from QR code right below or link below:
<https://careersrch.churchofjesuschrist.org/Public/Search.aspx>
- Your personal information will be used for the Church's selection process
- If you have any questions, please contact Sho Sasaki (sho.sasaki@churchofjesuschrist.org)



How to Apply

Before You Apply

1. Prepare your membership record number

- You will be required to enter your membership record number
- You can find it on the church website (Account Settings > Account > Profile)
- It also can be obtained from your ward clerk

2. Prepare copy of your temple recommend and your resume

Steps for Application

1. Access the Church Employment Webpage

- Click [HERE](#) or scan the QR code *1



2. Click “Apply” and enter valid information into required fields

- Please enter your name in English *2
- Upload your resume
- Be sure to upload copy of your temple recommend to “MISCELLANEOUS DOCUMENTS” in the application

3. Complete your application

- Click “Submit” at the bottom of the page
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Notes

*1. You may also go [HERE](#), and enter the Job Posting ID of “**364189**” in the FIND JOBS box and click “ 🔍 ”

FIND JOBS Job title, skill, keyword	NEAR LOCATION ▾ City, state, country	🔍
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*2. The name you put in the top and for the E-Signature must be spelled the same

*3. 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

Inquiry

- For inquiries, please contact Sho Sasaki (Human Resources)
- Email: sho.sasaki@churchofjesuschrist.org
- Tel: +81-3-4545-3090