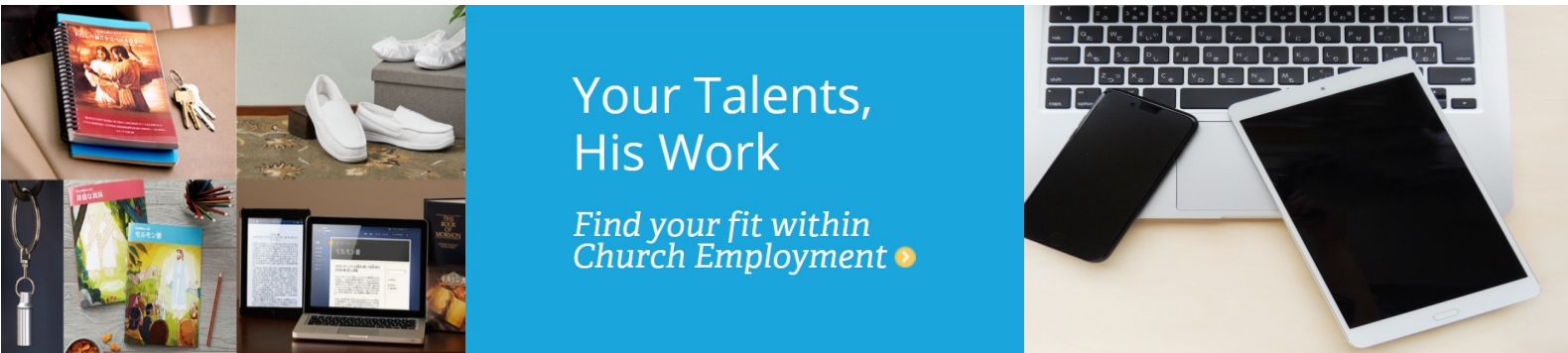


# J O B O P E N I N G

## Buyer & Retail Store Clerk (Mongolia)

Support Service Department, Asia North Area



Your Talents,  
His Work

Find your fit within  
Church Employment ➔

### Responsibilities:

This position helps make gospel teaching, resources, or services accessible to all in a simple and affordable way. Also this role requires the administration of all purchasing activities within an assigned area.

In this role, the incumbent:

Directs care for all store operations to ensure superior customer service; Develops marketing plans and operation goals to improve effectiveness; Optimizes product display and satisfies customer expectations.

**Sales Inventory:** Assures that inventory on the floor is adequate to meet customer needs by overseeing store operations, using reports, and observation.

**Retail Management:** Assures that the store is attractively displayed, well presented, that adequate inventory is on the shelf, and proper layout facilitates traffic management; face to face interaction with customers to resolve more critical customer service concerns.

Assists with implementing continuous improvement programs in all areas of responsibility including stock, merchandising and training.

Requires daily interaction with requester and supplier representatives to provide technical and new product information, information on Church policies and procedures and solving problems.

Assists requesters to accurately determine their needs and provides them with appropriate options for best value that will meet their needs and comply with Church policy. Ensures accurate orders of procurement are made that meet customer's expectations by carefully reviewing requisitions/purchase orders.

Qualifies and selects vendors, prepares requests for proposals, negotiates for materials and services.

Fosters good vendor relations, stays abreast of changes in products, markets, and vendors. Monitors vendor performance and resolves problems.

Perform other duties as assigned by manager and assist in travel and fleet management as required.

### Qualifications:

- Understanding and applying good purchasing principles.
- Ability to use computer and learn new software applications quickly.
- Great negotiation skills.
- Excellent communication skills.
- Temple worthy.

### Job Information:

- Job type: Full-time
- Location: Office in Mongolia
- Salary: Follows Church Policy
- 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, please contact Gerald Lee (leejy@churchofjesuschrist.org).



## How to Apply

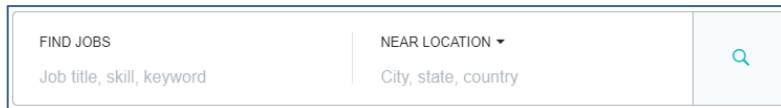
### 1. Prepare your Church Account

- 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 “354019” in the FIND JOBS box and click “

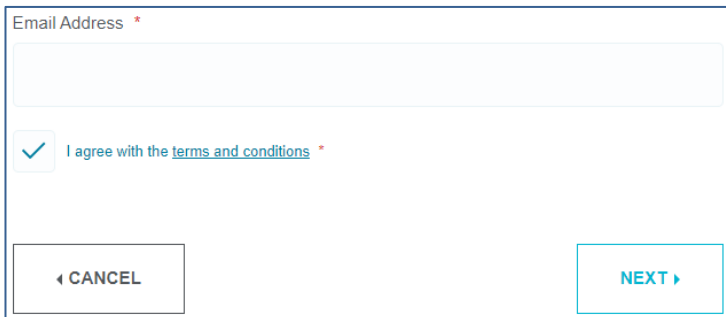


### 4. Select the applicable position from the search results, and click “Apply Now”

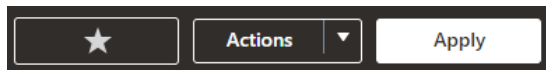
- When multiple positions are available, each position would require a separate application.



### 5. Enter your Email address and check “I agree...” box then click “NEXT”



### 6. Click “Apply” and enter valid information into required fields and upload your resume to submit your application



- Complete your application by clicking “Submit” at the top right corner of the page.



### 1. 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.

### 2. Inquiry

- For inquiries, please contact Gerald Lee (Human Resources).
- Email: [leejy@churchofjesuschrist.org](mailto:leejy@churchofjesuschrist.org)
- Tel: +82-10-7232-1441