

# J O B O P E N I N G

## Store Clerk/Multi-function Support

Support Service Department, Mongolia Service Center



Your Talents,  
His Work

Find your fit within  
Church Employment

### Responsibilities:

- Under the direction of Area Plan & Sales Inventory Manager, maintain retail store in Mongolia and provide service for Mongolia.
- Customer service for the local saints in Mongolia retail store.
- Manages resources including staff, Inventory, and Equipment to run the retail operation.
- Other miscellaneous work to help maintain regular work of Mongolia service center.

### Qualifications:

- Current temple-recommend.
- High school diploma or equivalent plus two years of post high school education, or training and five years of work experience.
- Excellent oral and written communication skills in English.
- Ability to handle customer service both face to face and over phone.
- Proficiency in the use of personal computers and basic applications (i.e., Microsoft Word, Outlook, Excel, PowerPoint) and internet research; and be service oriented personable.
- English speaking ability

### Job Information:

- Job type: Full-time employee
- Location: Ulaanbaatar, Mongolia
- Salary: Based on policy and experience
- Deadline: April 15, 2024 (candidates may be interviewed or hired prior to the deadline)
- Starting date: April (Negotiable)

### Application:

- Please submit your resume from QR code right corner or link below:  
<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 Sho Andrus ([andrusas@churchofjesuschrist.org](mailto:andrusas@churchofjesuschrist.org)).



# J O B O P E N I N G

## How to Apply

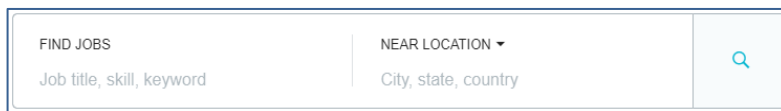
### 1. Prepare your Church Account

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

### 3. Enter the Job Posting ID of “361685” in the FIND JOBS box and click “”



The screenshot shows a search interface with two input fields. The first field is labeled 'FIND JOBS' and contains the placeholder text 'Job title, skill, keyword'. The second field is labeled 'NEAR LOCATION' and contains the placeholder text 'City, state, country'. A magnifying glass icon is located to the right of the second field.

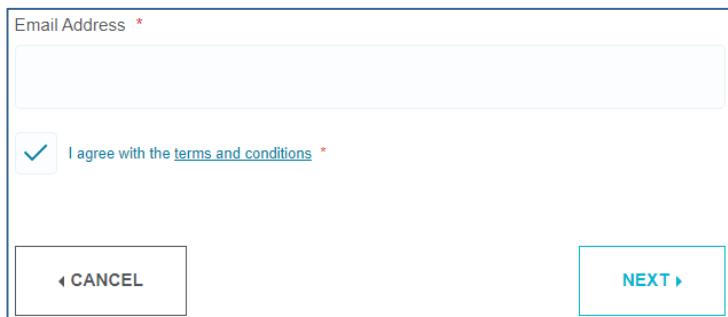


### 4. Select the applicable position from the search results, and click “Apply Now”

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

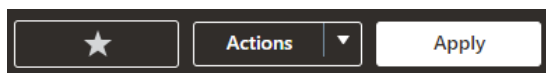


### 5. Enter your Email address and check “I agree...” box then click “NEXT”



The screenshot shows a form with an 'Email Address' field, a checkbox labeled 'I agree with the terms and conditions', and two buttons: 'CANCEL' and '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 Sho Andrus (Human Resources).
- Email: [andrusas@churchofjesuschrist.org](mailto:andrusas@churchofjesuschrist.org)
- Tel: +82-10-7232-1441