

Job Vacancies

Position	<u>Technical Support Representative</u>
Organization	Asia Area Administration Office
Location	Hong Kong
Post Date	October 30, 2011

The Information and Communication Services Department is looking for those who enjoy a mix of problem solving, project management, social media, technical support, and utilizing technology in the Asia Area. If you think you are organized, have great communication skills, and an aptitude for technology; please send in your application without hesitations!

Job Description

- Member of team that provides technical support and training to users
- Work with internal customers and vendors in Asia to ensure technical projects are done timely and in compliance with Church guidelines
- Evaluate risks and analyze problems encountered in projects and provide solutions
- Assist with development and execution of strategy to utilize technology for Spreading the Gospel within the Asia Area using multimedia, websites and social media

Requirements

- Worthy to hold Temple Recommend
- A university degree, preferably in Information Systems, Computer Science or related discipline
- Strong sense of customer service and cultural sensitivity
- Excellent interpersonal skills, able to communicate ideas, analyze problems, resolve conflicts or concerns, and provide suggestions to customers
- Proactive and able to anticipate customers' future needs
- Enjoy working with details, manage projects, follow up progress to ensure projects done timely
- Able to prioritize tasks and accommodate multiple customer requests
- Have experience in websites, social media, multimedia, event support and ability to learning new technologies is a plus
- Fluent in English & Cantonese, Mandarin is a plus
- Willing to travel overseas
- 2 to 5 years of work experience is preferred

Qualified Church members please send in your resume with a recent passport photo to:

Human Resource Department
Asia Area Administration Office
118 Gloucester Road, Wanchai, Hong Kong
E-mail: yusl@ldschurch.org

If you have any enquiries about this vacancy, please call Sunny Yu at 2910-2952

Applications will be closed on December 19, 2011

耶穌基督 後期聖徒教會

ASIA AREA ADMINISTRATION OFFICE

118 Gloucester Road, Wan Chai, Hong Kong

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香港灣仔告士打道 118 號

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傳真: (852) 2547 2737

2011 年 10 月 27 日

各位主教／分會會長，

亞洲區域行政辦事處現有空缺乙名，詳細資料請見附件。請向貴單位教友宣布及張貼在佈告板上，並鼓勵合資格之弟兄姊妹提出申請。謝謝！

亞洲區域行政辦事處敬上

October 27, 2011

Dear Bishops and Branch Presidents,

The Asia Area Administration Office has a job opening. Detailed qualification is available in the attached job notice. Please make announcement to members and post it on the bulletin board in your unit. If there are candidates you would like to recommend, please encourage them to send in their applications. Thanks !

Asia Area Administration Office

Enclosure

cc Stake Presidents
District President
ERS Department