

Workforce Role Description

Corporation of the President (COP)
Corporation of the Presiding Bishop (CPB)

General Workforce Requirements:

- Temple worthiness
- Regular attendance in a timely manner at the assigned location.

Please Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Job Title	Job Code	Grade Level	Approval Date
Mission Office Assistant	CSM		

Purposes

This Church-Service Missionary (CSM) opportunity is in a mission office. The CSM will assist in ensuring that administrative/office functions are completed in a timely manner.

Responsibilities

CSM may serve as the Supplies Secretary, general office clerk, or the mission fleet coordinator.

Duties may include any of the following: taking care of all missionary mail, ordering and distributing supplies, assisting in completing various office functions including answering the telephone.

Coordinating referrals , preparing correspondence and general filing.

Other duties may include serving as the mission vehicle and bicycle coordinator; this includes scheduling regular maintenance, keeping vehicle records and assisting in securing needed vehicle repairs.

Qualifications

Need to have basic office skills including; telephone skills, personal computer operations skills i.e. Microsoft Word, Excel and the internet.

Ability to work with young missionaries and senior missionaries.