

Recruitment Member Care Specialist Role Summary:

Provide member care for staff of the TWR-Asia region and administrative support to the HR Manager/Asia Regional Support Services.

Core Competencies:

- ✓ Calling to full-time ministry and genuine care for the wellness of people
- ✓ High level of personal integrity, sense of responsibility and self-motivation
- ✓ Good sense of humor and capacity to flex graciously and creatively with the unexpected
- ✓ Excellent interpersonal and verbal/written communication and administrative skills
- ✓ Ability to manage multiple priorities with frequent interruptions
- ✓ Willingness to learn the history, structure and operations of TWR
- ✓ Understanding and appreciation of Asian culture

Responsibilities Include:

- ✓ Maintain communication with all expatriate staff in the Asia region in order to help with arrival/departure logistics, medical care questions, furlough arrangements, emergencies, etc.
- ✓ Oversee administrative paperwork required for missionary staff
- ✓ Facilitate and recommend training for missionary staff in relevant topics such as spirituality, missionary kids, interpersonal skills and leadership.
- ✓ Process potential long term, short term and internship candidates for the region
- ✓ Coordinate hospitality for HR-related visitors
- ✓ Be available to travel to a field location in event of an emergency among staff to provide support

Desirable Qualifications:

- ✓ Four years' experience in a cross-cultural business/non-profit/ministry environment
- ✓ Proficiency in spoken and written English with intermediate Mandarin language skills a benefit