

Office Support

Call ID: NAD-GUMM-000328-2024

Where: Agana Heights, Guam

When: Feb 29 - Jun 20, 2024

Summary

This is a position that will coordinate and oversee the implementation of a new HR software solution for GMM. This will include researching possible software options, connecting with various companies to determine the right choice, creating an implementation plan for the selected software, and carrying out the plan through file transfers, employee training, and complete system set-up. Additionally, the job will also require assistance in overseeing the mission volunteer program.

Destination

Agana Heights Guam

Term

Long-Term, 4 - 6 months, Feb 29 - Jun 20, 2024

Position

Type: Computer / Website, Total People Required: 1, Target Age: Any

Finances

Cost: \$700.00, Monthly Living Allowance: \$700.00, Local Currency: USD, Finance Type: Regular (Shared Funding)

Lodging & Food

May share apartment with other volunteers

Restrictions:

Apartments restricted to same gender. No Pets Allowed

Gender Lodging: Male

Marital Status Lodging: Single

Child Accommodations: Not Specified

Health Notes

Health Clearance can be done by a doctor, a nurse practitioner or physician assistant. Make sure papers are signed before sending or uploading.

Dress

Acceptable:

Dress professionally and appropriately for occasion. Men's shirts with shirttails should be tucked in. Print on clothing should be appropriated for a Christian to wear

Unacceptable:

No tight or low-cut clothing is allowed. No low-rider or baggy pants on men. Please refrain from wearing any jewelry.

Duties

- 2 yr college or university student
 - Fluent English
 - In good standing with the seventh-day Adventist church as a member
 - Able to serve without compensation other than a small living allowance
 - Adaptable, able to serve others
 - Willing to serve 4-6 months
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Experience

- Some experience to organize skills with some ability to multitask and prioritize tasks effectively
- Some experience to accomplish new and different requests.
- Some experience to explore opportunities and add value to job accomplishments.

Education

2-Yr College

Education Concentration

Administrative

Languages

English (fluent)

Trade Skills

Any

Host [« Private »](#)

Host Contact [« Private »](#)

Travel Documentation**Travel**

Destination City [Agana Heights](#) Destination Airport [Guam International Airport](#)

Medical

Required Inoculations [Required Inoculations- Hepatitis B, go to \[www.cdc.gov\]\(http://www.cdc.gov\) and click Travelers' Health, then choose your destination recommendation.](#) HIV Clearance Required? [No](#)

Medical Recommendations [\(not set\)](#)

Visa

Visa Required? [No](#) Visa Type [1](#)
Visa Application By [Volunteer / Sponsor](#)
Work Permit Required? [No](#)
Work Permit Application By [Volunteer / Sponsor](#)
Police Clearance Required? [Yes](#)
Child Protection Required? [Yes](#)
Send Documentation To gladysguerrero@nadadventist.org
Documentation Deadline [Mar 30, 2024](#)

Visa Travel Details

[Only needed by NON-US Citizens](#)

Interview

Phone Interview Required? [No](#)
Signed Agreement Required? [Yes](#)

Orientation

Orientation on Site? [No](#)
Orientation Stipend? [No](#)

Travel Advisory

Guam

