



# WE'RE HIRING!

The **Central Alberta PREGNANCY CARE CENTRE** is seeking a **CENTRE RECEPTIONIST** for our Red Deer location.

As a Centre Receptionist, you are the first contact and the face that all clients, volunteers, and donors see. This position is responsible for general office organization, supplies and resource inventory, client contacts, data entry, and direct client support.

## QUALIFICATIONS

- A certificate or diploma in Office Administration, Business Administration or equivalent would be an asset
- A minimum of 2 years' experience in an office setting including IT troubleshooting, ability to manage multiple projects, give and receive direction and enjoy working as a member of a team.
- Strong discernment and problem solving skills
- Ability to maintain a high degree of confidentiality

## INTERESTED?

For more information on this opportunity and to view a full Position visit our website [www.pregnancycare.ca](http://www.pregnancycare.ca)

Resume and cover letter may be forwarded to [director@pregnancycare.ca](mailto:director@pregnancycare.ca) or mailed to 5116 47 Street Red Deer, Alberta T4N-1R9

Only those qualifying for an interview will be contacted.

The Central Alberta PREGNANCY CARE CENTRE is a registered Christian charity. We require our employees to agree to respect and not detract from our employment values during their employment with us.

**DEADLINE:** When a suitable candidate is found