



Central Alberta PREGNANCY CARE CENTRE

WE'RE HIRING!

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

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.

This is a part time (20 hours a week) term position to December 31, 2019.

QUALIFICATIONS

A certificate or diploma in Office Administration, Business Administration or equivalent would be an asset but not required

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

INTERESTED?

For more information on these opportunities and to view a full Position Profile contact lisa@pregnancycare.ca

Resume and cover letter may be forwarded to lisa@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 dedicated to upholding the sanctity of all human life and serves women and their families regardless of age, gender, culture, religion, race, and income or education level.

DEADLINE: When a suitable candidate is found