



# Pregnancy Care Centre

## WE'RE HIRING!

The Pregnancy Care Centre (PCC) is seeking an **Office Manager**.

**Hours of work:** 37.5 hrs/week

**Remuneration:** \$52,000 - \$58,000/year based on qualifications

### QUALIFICATIONS:

- A degree or diploma in a business-related field and/or equivalent experience
- 5+ years' experience in administrative office management.
- Demonstrated leadership and management skills.
- Experience assessing and developing business systems and processes
- Excellent IT knowledgebase, including proficiency in Microsoft applications.
- Adept in financial processes
- A team-oriented individual with strong verbal and written communication skills
- A detail-oriented problem-solver who is passionate about efficient systems
- Demonstrates a personal relationship with Jesus Christ and is actively involved in the local Christian community

### INTERESTED?

For more information on this, or to forward a resume and cover letter, contact:

[pcc.recruit2@gmail.com](mailto:pcc.recruit2@gmail.com)

### Application Deadline:

January 27<sup>th</sup>, 2023

Only those qualifying for an interview will be contacted.

PCC is a faith-based charitable organization dedicated to providing accurate information, compassionate support, resources, and community connections to anyone impacted by unplanned pregnancy regardless of age, gender, culture, religion, race, income, or education level.

**Pregnancy Care Centre**

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/pccedmonton 

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[www.pregnancycarecentre.ca](http://www.pregnancycarecentre.ca)