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Brandon, MB  
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204-727-6161

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

**Title: Office Administrator**

**Location:** Brandon, Manitoba

**Hours:** Monday -Thursday, 9:30am - 3:30pm.

**Requirements:**

Strong communication & organizational skills required. Strong computer and tech skills required. Experience working with vulnerable populations. Must agree and sign the PSC core documents. Must complete a criminal record and child abuse check.

**About The Pregnancy Support Centre:**

PSC is a non profit, faith based, organization in Brandon, MB. Our mission is to bring hope and healing to women and families in Westman. Our programming is geared toward providing material goods to clients to ease the financial burden of raising children, emotional & educational support for women experiencing an unexpected pregnancy, parenting support, and post abortion grief support. The BridgeWay program, our housing program, is a transitional housing program for single mothers who are wanting support and community while they learn and grow into strong independent women. It includes housing and programming geared to supporting independence, building positive relationships, parenting skills, and employability skills. It is a holistic approach that has a wrap around model of support.

**About the Role:**

The primary responsibility of the **Office Administrator** position is to provide exceptional customer service, front desk coverage and administrative support. Under the supervision of the Executive Director, s/he will perform a wide range of administrative and general office duties and assist in special projects. The **Office Administrator** will provide superb customer service to our clients with the highest degree of integrity, professionalism, and discretion. S/he will have a proven ability to independently manage multiple tasks based on their priorities. The ideal candidate will enjoy taking on new opportunities and value personal and professional growth. This position requires adaptability and self motivation. S/he must have the ability to work both independently and cooperatively with staff and volunteers to contribute to a healthy workplace environment.

**Skills Needed:**

- Friendly and welcoming personality both on the phone and in person
- Ability to multitask and prioritize work effectively
- Ability to communicate clearly through written and verbal communication
- Strong organization skills & administration skills
- Great computer skills and the ability to learn to use our database. Experience with Google suite is an asset.
- Maintain strict confidentiality of sensitive information
- Work independently
- Self motivated
- Strong interpersonal skills and the ability to work well with others
- Ability to demonstrate good judgment and solve problems

**Responsibilities:**

- Greet and welcome visitors in a personal and friendly manner
- Assist visitors by answering questions or referring inquiries appropriately.
- Keep a safe and clean reception area by complying with office procedures, rules, and regulations.
- Works closely with the Executive Director and Client Services Director to support administrative tasks as needed
- Organizes, orders and maintains office/centre equipment and supplies.
- Inputs client information into the database.
- Supports staff in projects as needed, for example helping with newsletters or fundraising events, taking care closet orders.
- Maintaining kitchen & general supplies: refreshments, office supplies, toilet paper, etc. ● Housekeeping duties including frequent disinfecting of high touch areas per office policy and procedures.