

**Full-time position available:** Administrative Finance Officer

Salary \$18.00/hr

32 hours a week (Monday to Thursday 9:00am to 4pm & Friday 9:00am to 12:30)

Miriam Centre, a Christian ministry, is seeking a compassionate pro-life person whose primary responsibility will be to help pregnant women and their families. **Must be fluently bilingual (oral and written)** and possess computer skills (Word, Excel) and accounting skills (QuickBooks, basic knowledge of bookkeeping and knowledge of a database).

Please submit your resume to: Nicole Beaudin at: [dir.centremiriam@gmail.com](mailto:dir.centremiriam@gmail.com)

For more information and job description: <https://miriamcentre.ca>