



Memo

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Date: August 12, 2004
To: All Congregations of Mennonite Church Canada
From: Pam Peters-Pries
Executive Secretary Support Services
Subject: Job Opportunity

Mennonite Church Canada has an immediate opening for a receptionist-administrative assistant. Qualifications include excellent communication and customer service skills, punctuality, and attention to detail. We invite you to encourage suitable candidates to apply, and to include the announcement below in your church bulletin on August 15 and 22. Thanks for your assistance!

BULLETIN ANNOUNCEMENT:

Mennonite Church Canada invites applications for the full-time position of receptionist/administrative assistant in our Winnipeg office, located at 600 Shaftesbury Blvd. Please direct inquiries and applications to Pam Peters-Pries at 888-6781 in Winnipeg, toll free 1-866-888-6785, or ppeters-pries@mennonitechurch.ca. Application deadline is August 25.

Should you have any further questions please feel free to contact our office.

Thank you,

Pam Peters-Pries
Executive Secretary
Support Services