



603 West Park Street
Sheldon, Iowa 51201
712-324-5061 or 1-800-352-4907

JOB OPPORTUNITY

PROGRAM: ADMINISTRATIVE SECRETARIAL/OFFICE MANAGEMENT

Bethesda Christian Counseling

400 Central Avenue NW
Orange City, IA 51041

Bethesda Christian Counseling is a Christian environment that is grace filled, caring, professional, and respectful. We are looking for an Office Manager for our Orange City, IA office.

Position involves administrative duties such as: answering the telephone and scheduling appointments, greeting clients, and perform tasks to keep the office running smoothly. This is a full time position, working Monday – Friday. Please email your resume to info@bethesdachristiancounseling.org or stop by our office to pick up an application.