

Introduction to Administration Online Program

STARTS
April 6th, 2021

Are you an Indigenous Person who:

- Has an interest in Office Administration
- Is un- or under- employed
- Resides in our service area (Katzie to Boston Bar)
- Has access to a computer, with a webcam and internet
- Is willing to attend & commit to a 6 week full-time ONLINE program

Program Includes:

Microsoft Office
Business Communication & Writing
Filing System (Electric & Manual)
Phone & Email Etiquette
Managing Conflict
Customer Service
And More!

If so... we are presently accepting applications for this training opportunity. There are a limited number of seats, so don't delay in scheduling an appointment with an Employment Counselor!

For more information, contact us:



604-858-3691 or Toll Free: 1-888-845-4455



www.saset.ca



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