

# Administrative Services Training!



**Dates: Oct 2 - Oct 30, 2020**  
**Monday - Friday 8 AM - 5 PM**

## Training Includes:

- Microsoft Office Specialist: Word Associate Certification
- Microsoft Office Specialist: Outlook Associate Certification
- Development of critical thinking business writing and effective communication skills

**Application Deadline 9/17/2020**

**Work experience opportunities upon successful completion!**

**4 Week  
Virtual  
Training!**

## Post Training Career Pathways Opportunities

Earn between \$29,000 and \$57,000 per year

Career Pathways opportunities include: Administrative Assistant, Office Manager, Administrative Support Specialist, Events Administration, Executive Assistant, Administrative Services Manager, and more!

**For more information contact us at:**

**Phoenix Office**

**602-264-6768**

**OR**

**Flagstaff Office**

**928-220-8762 ext 200 or 201**

**OR**

**[workforcesolutions@phxindcenter.org](mailto:workforcesolutions@phxindcenter.org)**

**Participants must be American Indian, Alaskan Native, or Native Hawaiian**

