



OFFICE ADMIN

FREE CAREER TRAINING

JOB COACH & JOB PLACEMENT OPPORTUNITIES

Training Includes:

- Job readiness skills; resumes and interviewing
- Coaching and mentoring from business professionals
- Instruction on: Microsoft Office programs (including Excel and PowerPoint)
 - Typing and 10-key
 - Business communication and professionalism
- Credentials and Certificates:
 - Northstar Digital Literacy Certifications
 - HIRED Award of Completion

Benefits:

- Average starting wages \$16 - \$22/HR
- Support services available

Requirements:

- High school diploma or GED
- 6 months office experience and/or some college
- Can type 30 words per minute
- Some experience with Microsoft Office

Employer Partners in Government: Job shadowing opportunities with Ramsey County, State of MN and University of MN, City of St. Paul

Training Date: May 13, 2019

Training Length:
4 days a week for 7 weeks
9:00am - 3:30pm

Training Location:
HIRED
800 East Minnehaha Avenue
St Paul, MN 55106

Bus Route: #74 and #61

For More Information Contact:
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