



ADMINISTRATIVE PROFESSIONAL TRAINING

*Employees will boost communication skills,
productivity and professional development!*

PROGRAM OVERVIEW

Northwest Assistance Ministries offers a Administrative Professional training program that will equip you with the skills you need to begin a new career to work in a professional office setting.

- Classes taught by an experienced educator
- Successful completion of this program prepares you to take a certification exam
- Program combines lecture and the state-required clinical hours
- Financial Literacy classes and Financial Coaching included
- Career Coaching and Job Search Assistance available

WHAT IS THE ROLE OF AN ADMINISTRATIVE PROFESSIONAL?

Administrative professionals provide general support to the executives of an organization. The general nature of this position makes for a long and varied list of responsibilities. Administrative professionals act as the liaison between an executive and the office staff as well as between clients and executives in a sales environment. Entry level pay for certified APTs is typically \$12-15 an hour or more.

SKILLS LEARNED

Have you ever wanted to work in a professional office setting? Are you organized and great with people? If so this is the training for you!

- Word
- Excel
- Power Point
- Outlook
- Time Management
- Office Procedures
- Professionalism

LOGISTICS

- Book included
- Training held at NAM or virtually due to COVID-19 restrictions

For more information call the
Learning Center information
line at 281-885-4523

