



Pre-OFFICE ADMIN

Office Pro Elements - Free

Pre-Training Includes:

Microsoft Office programs:
Word
Excel
Typing Skills

Benefits:

- Prep for entrance into Office Admin Plus training beginning Sept 16th.
- Average starting wages with employer partners \$16 - \$22/HR (after May 13th class)

Requirements:

- High school diploma or GED
- Customer service and/or office experience, and/or some college
- Some experience with Microsoft Office
- Some keyboard/typing experience

Employer Partners in Government: Once eligible for Sept 16 Office Admin Training:

Job shadowing opportunities with Ramsey County, State of MN, City of St. Paul, University of MN

Pre-Training Dates: Ongoing

Pre-Training Length Mornings:

Tuesdays and Wednesdays, 9:00-11:30am

Pre-Training Location:

HIRED
800 East Minnehaha Avenue
St Paul, MN 55106

Bus Route: #74 and #61

For Application and More Information Contact:

Merrick: Brant Ingalsbe (651) 219-5555

Public Informational Forum:

August 7 and August 14, 5:00-6:00PM

Merrick Community Services
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DEED, Pathways to Prosperity



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