



# Office Executive Administrative Assistant



Administrative Assistant  
Starting at  
\$ 13.00 - \$18.00/hourly.

Receptionist  
Administrative Assistant  
Starting at  
\$ 15.00/hourly



## Program Benefits Include:

- Industry-Recognized Certificate Business Professional (CBP) in Business Management.
- Program includes 10-weeks of classroom instruction and e-learning online instruction followed by 1-weeks of hands-on experience.

## PROGRAM BONUSES!

- Free Microsoft Office Specialist (MOS) e-learning online courses for six months. Includes: Excel, Outlook, PowerPoint, Word. \$500.00 incentive for completing program.
- Free Laptop to Keep.

## Office Executive Administrative Assistant Program

### Applicant Requirements:

- An individual must be 18 years of age or older, a U.S. citizen or eligible non-citizen and registered with Selective Service (if applicable).
- High School Degree or GED.
- Commit to 10-week educational training program.
- **Hurry! Classes are starting soon. Call For Details.**

## CALL US TODAY!

Call Mr. Walls at 248-237-3600, Monday to Friday,  
9 a.m. – 4 p.m., or visit [www.hiredinmichigan.com](http://www.hiredinmichigan.com)

## ABOUT PROGRAM

The Office Executive Administrative Assistant program is designed to prepare students for an entry level position as an executive administrative assistant.

The program will cover important business concepts such as accounting principles, general office procedures, business communication, principles of marketing, and management and executive support and liaison.

