

WE CAN LEAD YOU INTO EMPLOYMENT & LEARN NEW SKILLS

NOW ENROLLING FOR 2021



WHERE THE OLD COURTHOUSE COMMUNITY CENTRE. CASTERTON.

31 HENTY STREET CASTERTON. PHONE 03 55 812139

www.oldcourthousecommunitycentre.com.au

WHO CAN APPLY

Do you need to learn or update your skills in the area of customer relations and office administration?

You will be learning in a real life environment and work with the OCH team.

If you are interested. Please contact us.

WHEN

10:00am—1 pm

2 days a week (negotiable)

10 Weeks

WANT FURTHER INFORMATION

Call in at our Centre or Phone 03 55 812139 to learn more about this exciting opportunity.

OPEN TO ALL

- Interested in voluntary work.
- Unemployed - seeking work
- Referrals by a job active providers
- Suitable for those with a disability.
- Community minded
- Working with others
- Using new technology

WHAT WILL I LEARN?

- Dealing with customers
- Telephone techniques
- Handling mail
- Making bookings
- Computer skills
- Team work
- Personal and work priority skills
- Petty cash
- Customer complaints
- WH&S procedures
- Communication skills
- Using new technology
- General Office skills

This is an opportunity to learn new skills in your local area in a rewarding and friendly environment.

Call for us on 55 812 139