

# WE CAN LEAD YOU INTO EMPLOYMENT.

**NOW ENROLLING FOR 2020**



## WHERE THE OLD COURTHOUSE COMMUNITY CENTRE . CASTERTON.

31 HENTY STREET CASTERTON. PHONE 03 55 812138  
[www.oldcourthousecommunitycentre.com.au](http://www.oldcourthousecommunitycentre.com.au)

## WHO CAN APPLY

We are seeking persons who are wishing to learn new skills in the area of customer relations and office administration.

If you are interested in an opportunity to gain new skills or maybe refresh existing skills in this area. Please contact us.

## WHEN

3 Days a week 10:00am—2:30pm  
Tuesdays, Wednesdays, & Fridays

## 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

## 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.**