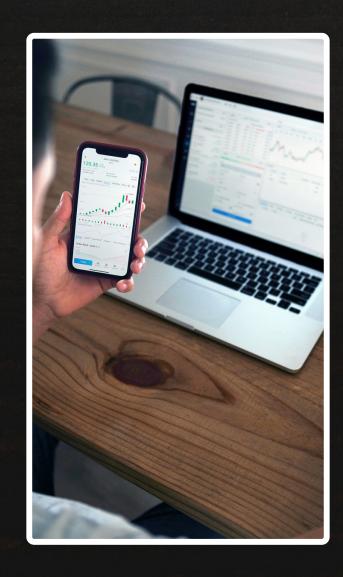
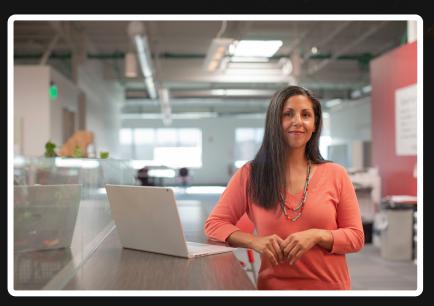


Office Management & Administration

- Training Duration: 5 days, 40 hours, fully digital.
- Certification: Microsoft & Google Suites.
- Example Career Positions: customer service representatives, sales associates, office administrators, retail associates, and receptionists.
- Enrollment: Continuous, can commence within 48 hours of authorization/referral forms, with no minimum requirements.
- Cost: \$2,200.00 per person for training.





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