

Looking for a New Career?

There are many different types of Jobs.
Which one do you want?

Customer Service Rep.

Dispatcher

Material Techs./File Clerks

Receptionist/ Information Clerk

Hotel Front Desk Clerk

Admin. Assistant

Intake Clerk

Office Administrative Support

License Clerks

Funeral Office Clerks

Business

Training KC



You can dramatically improve your life
with one of these Certificates

Administrative Assistant & Supply Chain Tech.

ACADEMICS

Microsoft Office (Excel, Word)

Time Management

Conflict Management Skills

Problem Solving

Resume building & Job interviews

Send Emails (Outlook)/Searching

Resume building & Job interview

Cash Register Operation or

Supply Chain (Logistics)

Communication & Listening Skills

Telephone Skills

Where can you get this training to improve you life?

Suite 657

3150 Mercier St.

Kansas City, Mo. 64111

Phone:**816-216-6075**

Fax:816-541-4537

Email:info@businesstrainingkc.com

GOTO

www.businesstrainingkc.com

To Pre-Register

Tour days are Tuesday/Thursday @1:15pm
Call to schedule your time TODAY!