

# 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

Warehouse Management Software

(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](http://www.businesstrainingkc.com)

To Pre-Register

**Tour days are Tuesday/Thursday @1:00pm**  
**Call to schedule your time TODAY!**