

# Would you like a Clerical/Administrative Assistant Job in Healthcare or Finance?

This 4-week training provides instruction in Soft Skills, Computers, Career Development and Job Shadowing at a Healthcare or Finance Company. (Training wage \$6.50/hr)

## Eligibility requirements:

- ✓ Pass typing test (40wpm) & basic MS Word/Computer usage test
- ✓ Six Months Related Work Experience
- ✓ Pass an Adult Basic Skills Test
- ✓ Be able to attend four weeks of classes each day Mon- Fri from 9am to 4pm
- ✓ Pass a background check, reference check and interview for a Trainee Position
- ✓ Possess a GED or HS Diploma
- ✓ Professional Attitude!



Develop More than a Job  
Develop a Career!

## To Apply:

1. Fill out application in person at the PPL Learning Center  
(Mon – Fri 8-4)
2. Come to an Information Session---held promptly at 10:00am every Monday  
(No appointment necessary)

The selection process for Trainee Positions can take a couple weeks to complete.  
Apply Now!

**PPL Learning Center**  
Train to Work Program  
1925 Chicago Ave  
Minneapolis, MN 55404  
Ph 612-455-5303

Project for Pride in Living: [www.ppl-inc.org](http://www.ppl-inc.org)