

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

Further Develop Soft Skills, Computer Skills and Job Shadow in 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 9:00am 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