

# Get trained to work as an **OFFICE SPECIALIST**

A PPL TRAIN TO WORK PROGRAM

## **CLASS DESCRIPTION**

With PPL's free Office Specialist training program, you'll build computer and professional skills to prepare for positions with a wage range of \$15-\$21/hr.

You'll also get a hands-on learning experience at Hennepin County, providing customer service, and organizing and preparing materials to support County services.

## **THIS IS FOR YOU IF YOU:**

- Have a high school diploma or GED
- Have one and a half years of clerical office experience (college coursework may be considered for a portion of the required work experience on a case-by-case basis)



**Program begins February 4th, 2019**

*PPL is an equal opportunity program provider.  
A proud partner of the American Job Center Network.*

## **HOW TO APPLY**

Start your application by attending our one-hour information session held every Monday morning at 9:00 AM at the PPL Learning Center, 1925 Chicago Avenue in Minneapolis. MTC Buses: #2, #5, #9



 **PROJECT FOR PRIDE IN LIVING**

1925 Chicago Avenue,  
Minneapolis, MN 55404  
612.455.5300

[www.ppl-inc.org/learningcenter](http://www.ppl-inc.org/learningcenter)