

Career Pathway | Office Assistant

Foundational Skills and Attributions for Success

- ▶ English CLB 7 and up
- ▶ Strong communication and interpersonal skills
- ▶ Strong computer skills



Training, Education and Experience

- ▶ Clerical experience
- ▶ 1 or 2 years college or other program for administrative assistants



Employment Opportunities

- ▶ Opportunities for work in the private and public sectors
- ▶ Future positions as office manager, legal administrative assistance, medical office assistant
