



55 Eglinton Ave. East, Suite 703, Toronto, ON M4P 1G8

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Employment Essential Skills for Office Professionals

Starting September 2023

Only 15 spots available!

Find out how to **enhance job opportunities** in as
little as **12 weeks!**

Attend a FREE Information Session and
Assessment.

Graduates of the program can apply for positions
such as:

- ✓ Customer Service Clerk
- ✓ Data Entry Clerk
- ✓ Office Assistant
- ✓ Receptionist
- ✓ Sales Associate

Working Skills Centre provides:

- ✓ 26-weeks of Post Program Support
- ✓ Job Search Assistance to reach your goals!

Program Starts Sept. 2023
Monday-Friday
10:00am-3:00pm



Program Eligibility

- ✓ 18 years of age or older
- ✓ Able to commit to a full-time program
- ✓ Receiving Ontario Works
- ✓ Fee payers can attend on a fee-for-service basis
- ✓ Canadian Language Benchmark Level 4

**Attend a Virtual
Information Session**

[Register Here](#)

OR

Book an Appointment

 416-703-7770 ext. 2222

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www.workingskillscentre.com