Business Administration Academy

Do you want to work in administration? Do you need a qualification to demonstrate administration knowledge and skills to help with your job search or just to enhance your CV. The vacancies for administrative and reception roles have increased, so through our Academy we are allowing you to take advantage of these opportunities. New career for the 2021, this is your chance!

No previous experience or knowledge is required for you to start!

Gain a nationally recognised qualification in 2-3 weeks

You will learn about, develop your skills and gain units in the below areas:

* ****Principles of Business Administration
* Principles of Business Communication
* Principles of Personal Performance and Development
* Principles of Working in a Business Environment
* Health and Safety in a Business Environment
* Use a Telephone and Voicemail System
* Meet and Welcome Visitors in a Business Environment
* Work with Others in a Business Environment
* Manage Time and Workload
* Deal with Customer Queries, Requests and Problems

When does the course start?

Start date – Monday 8th March 2021

Where is the course based?

Online Learning (Internet access and suitable device required )

What qualification will I get? Eligibility

Level 1 Certificate in Business Administration Open to adults aged 18+ Unemployed/ Low Wage

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