

Office Administration

Provider: Alaska Job Corps

Length: 12 Months

Cost: \$0

Cost Unit: Cost of the entire program

Website

<http://alaska.jobcorps.gov/vocations.aspx>

Places: Palmer

Students will learn to perform a variety of clerical tasks in the office including telephone etiquette, scheduling appointments, mail processing, filing, and document formatting.

Related Occupations

Cargo and Freight Agents

Executive Secretaries and Executive Administrative Assistants

Insurance Claims and Policy Processing Clerks

Office Clerks, General

Procurement Clerks

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Word Processors and Typists

Department of Labor and Workforce Development, Research and Analysis Section
P.O. Box 115501
Juneau, Alaska 99811-5501
Phone: 907.465.4500, Fax: 907.523.9654
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