



ORION

Single day and multi-week assessments available.

CLERICAL CUSTOMER SERVICE PROGRAM

Orion offers skills training and assessment in our clerical customer service program. We support individuals to achieve their goals by providing job placement and job retention services.

*Small class size
Interactive
Self-paced
Vocational counseling*

AVAILABLE TRAININGS:

- Windows
- Microsoft Office Suite
- QuickBooks
- Internet Explorer
- Keyboarding and 10-Key
- Introduction to Clerical Skills
- Let's Talk Telephone Skills
- Customer Service Skills
- Business Writing
- Office equipment



Clerical Customer Service Flyer_04_21_2022 v2

TOURS: Mondays, 9:00am
CLASSES: Mon-Fri, 8:30am-11:30am

Questions: 253.661.7805
AuburnServices@orionworks.org

1590 A Street NE
Auburn, WA 98002

ORIONWORKS.ORG

ENTRANCE REQUIREMENTS

- 18+ years-of-age
- Background check-*not all justice involvement will disqualify an applicant from receiving services*
- Preemployment drug screen
- Sufficiently stabilized to attend training
- Fully vaccinated against Covid-19
- Materials are presented in English