



Office Assistant Training Program

Program Description

The Office Assistant training program with Workplace Learning Solutions prepares students with all the skills and coaching needed to jumpstart their administrative career in multiple high-demand industries. The Office Assistant program will provide hands-on training in general office administration, customer service, and digital skills.

Nature of Work

As an Office Assistant, you will work to ensure that the operational components are functioning properly to maximize the daily effectiveness of an office. Office Assistants must have knowledge of administrative and office procedures and systems such as: word processing, managing files and records, designing forms, and workplace terminology.

Career Outlook

An Office Assistant career outlook is too varied and diverse to be classified in any specific clerical occupation, requiring knowledge of office systems and procedures. Career Outlooks are in accordance with the industry served of individual establishments.

Office Assistant jobs will experience varying degrees of growth in the near future, depending on the industry served. For example, projections of a 5% decrease for secretaries and administrative assistants between 2020 and 2030 but a 15% increase for legal assistants in the same period.

Overall employment of office assistants, except legal, medical, and executive, is projected to decrease 5 percent from 2020 to 2030, About 325,400 job openings are projected each year, on average, over the decade.

Potential Earnings

While WLS does not guarantee salary for participants, the following information is helpful in considering whether this career field is right for you. The median annual wages for different types of positions in clerical occupations are as follows:

The average general Office Assistant salary in Georgia is \$35,600, the range typically falls between \$20,760 and \$48,620.

The average Medical Assistant salary in Georgia is \$36,190, the range typically falls between \$27,970 and \$46,450.



The average Legal Assistant salary in Georgia is \$31,080, the range typically falls between \$27,970 and \$76,550.

Salary ranges can vary widely depending on the city and many other important factors, including education, certifications, additional skills, and the number of years you have spent in your profession.

Program Details

Program Description	The Office Assistant training program with Workplace Learning Solutions prepares students to earn gainful employment in the restaurant industry. Students will learn various technical skills needed to succeed.
Dates (TBD)	8-week course – 4 days/week (2 hours/day)
Format	24 hours of technical skills training 16 hours of fac-to-face coaching
Certification Options	
Employer Partners	

Certifications options include:

- General Office Administration | Customer Service Specialist | Digital Skills for the Office
- Microsoft Word and Excel Certificate of Completion

graduates receive personalized support through a Career Coach, and upon graduation receive lifetime access to our employer network and STRIVE's support services.