

## Administration

## Course Information

## Administration Pathway – Reception

## OVERVIEW

Once you choose your path, the way forward becomes clear

Running a successful business starts at the front door. The Career Academy receptionist courses put you front and centre for an exciting career pathway by teaching you the broad range of skills necessary to succeed in this dynamic role. Along with ensuring you understand what it means to be a receptionist, this administrative receptionist course shows you how to organise schedules, manage projects, establish timelines and deal with invoices, credit policies, and customers. Enrol for receptionist training online to learn how far you can go from the front desk.

- Learn basic accounting & bookkeeping skills
- The Career Academy partners with Xero
- Work towards becoming a senior receptionist or executive PA
- Receive an industry and employer-recognised Certificate and Diploma
- Gain essential skills in using Microsoft Word, Excel & Xero

Ready to become unstoppable?  
Enrol now and start your journey today.

[Enrol Now](#)[Course Content](#)

## INVESTMENT

**€1,499**

## COURSE DURATION

**400 hours**

## COURSE TIMEFRAME

**18 months**