

Administration

## Certificate in Reception & Office Support

Course Information

### OVERVIEW

From the front desk to the world turn office support into an art form. Reception and office support roles play a pivotal part in the running of many businesses. This receptionist training online opportunity ticks all the boxes for putting your best face forward at interviews. Learn common office procedures and systems, hone your customer service skills, and make customer relationship management your forte. Along with key reception and office support approaches, this office management course prepares you to deal with invoicing, organise schedules, and communicate effectively. Enrol today and share your skills with the world.

- Gain an edge at interviews with formal certification
- Approach all verbal & written tasks ethically & professionally
- Comprehensive learning across ten weeks – at your own pace
- Receive an employer-recognised qualification to add to your CV
- Gain a working understanding of Microsoft Word, Excel & Powerpoint

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

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

### INVESTMENT

**€499**

upfront payment; or  
€599 with a €25 a week  
interest free payment plan

### COURSE DURATION

**140 hours**

### COURSE TIMEFRAME

**6 months**