

EMPLOYMENT SERVICES FOR FRANCOPHONE CLIENTS

Accès Emploi

Bilingual Office Clerk

Address: 202 – 8627 rue Marie-Anne-
Gaboury (91 St.)

Edmonton, AB T6C 3N1

Phone: (780) 490-6975

Website: <http://www.accesemploi.net>

Provider Description:

Accès Emploi was established in 2002 to promote and provide youth and adult education programs and community development services focused on counseling, training and education with the aim of helping people find and maintain meaningful, sustainable employment

Target group:

Francophone and French speaking individuals who are 18 years of age or older who are interested in pursuing a career bilingual business administration.

Program Description:

The 24 week Bilingual Office Clerk Program will help you to develop the essential skills necessary to kickstart your career in the world of administration.

- *In-class training*
- *Upgrade language skills (English and French) and computer skills*
- *Communication skills relative to administration*
- *Document use and filing*
- *Using new technologies*
- *Basic numeracy relative to accounting*
- *Development of personal and professional aptitudes*
- *8 weeks of practical work experience*
- *Certificate to signify completion of program*
- *Work placement after the work experience component*
- *Support in the 6 months following the work experience*

Program Length:

24 weeks.

Intake Dates:

Please contact for intake dates.

Financial assistance may be available to eligible applicants.

Pre-Requisites/Eligibility Requirement:

Please contact for details.

Accès emploi:

Francophone Employment Services Centre

Address: 202 8627 rue Marie –Anne –
Gaboury (91 Street)
Edmonton, AB T6C 3N1
Phone: (780) 490-6975 or
1-866-490-6999
Fax: (780) 490-6905
Email: ae@accesemploi.net

Provider Description:

Accès emploi est un Centre d'emploi qui offre des services en français en employabilité et en orientation de carrière.

Accès emploi provides a one-stop site for walk in or referral of **French-speaking clients** within the Edmonton service delivery region who require career counselling, job search assistance and help re-integrating the workforce.

Target group:

Participants must be 18 years of age or older and must speak French.

Program Description:

- Job boards
- Community board
- Resource Centre
- Internet access
- Edmonton daily and weekly newspapers
- Reference material
- Client information
- Assistance to part-time or marginally employed clients

Program Length:

Varies.

Intake Dates:

Please contact for intake dates.

Pre-Requisites/Eligibility Requirement:

Please contact for details.

Accès emploi:

Job Placement Program

Address: 202 8627 rue Marie –Anne –
Gaboury (91 Street)
Edmonton, AB T6C 3N1
Phone: (780) 490-6975 or
1-866-490-6999
Fax: (780) 490-6905
Email: ae@acesemploi.net

Target group:

Individuals must be 18 years of age or older and must speak French.

Program Description:

Accès emploi's Job Placement Program offers the following services.

- Needs assessment and referrals
- One-on-one employment consultation
- Resume preparation
- Provision of job leads
- Translation and interpretation services
- Employment preparation workshops
- Interpretation for Construction Safety Training system (CSTS)
- English for the workplace conversation program (3 levels)

Program Length:

12 – 16 weeks with 90 and 180 days follow ups

Intake Dates:

Please contact for intake dates.

Pre-Requisites/Eligibility Requirement:

Please contact for details.