



Transform Yourself. Transform the World.

South East College is built upon the idea that a powerful, pragmatic, broad education can transform hearts and minds, can solve problems in an ever-changing world, and can yield ideas and innovation across every discipline.

ADDRESS

Main Campus: Main Street Junction,
P.O Box 1016 St. Elizabeth

Mandeville Campus: 29 Mandeville
Plaza, Manchester

Online Campus: Tel: (876) 820-9260

CONTACTS

Tel: (876) 625-2753/820-9260/314-8815
www.southeastcollegeinfo.com



MINISTRY
OF
EDUCATION, YOUTH & INFORMATION
Every Child Can Learn, Every Child Must Learn

**FRONT
OFFICE AGENT**
career diploma training



**SOUTH EAST
COLLEGE**



COURSE OVERVIEW



Duration: 3 months
Fee: \$35,000
Award: NCTVET Level II Certificate & SEC Career Diploma
Mode of study: Online
New training dates: January, March, June & September

DUTIES OF A FRONT OFFICE AGENT

A front desk agent works fulfilling customer service and administrative roles in business organizations, including hotels. The Front Office Agent may also work in the role of Receptionist

JOB OPPORTUNITIES

One of the great things about working as a Front Office Agent is that you know that you are needed in almost every business organization, especially in the hospitality & tourism industry.



RECOGNIZED

SEC is a registered institution of the Ministry of Education, since 2004. Employers have grown to trust & recognize our training programmes.



ACCREDITED

Our Front Office Agent programme is accredited by the National Council on Technical & Vocational Education (NCTVET) which is recognized in 72 commonwealth countries.



WORKING EXPERIENCE

Practical learning and leadership opportunities are at the core of the SEC experience.