The Complete Handbook: For New Administrative Assistants (Paperback)



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Reviews

This book is fantastic. This is certainly for all those who statte there had not been a really worth reading. It is extremely difficult to leave it before concluding, once you begin to read the book.

(Prof. Dale Fahey MD)

THE COMPLETE HANDBOOK: FOR NEW ADMINISTRATIVE ASSISTANTS (PAPERBACK)



Createspace Independent Publishing Platform, United States, 2017. Paperback. Condition: New. Language: English . Brand New Book ****** Print on Demand *****.This book is for all those who are looking for an interesting and challenging career in a field with lots of openings and available positions. People who work as Administrative Assistant to provide support, pick up the slack, fill in the gaps, ensure that the office runs smoothly, the managers have everything they need to do their jobs well and, ultimately, help the department and company to succeed. This position is rarely boring, frequently challenging, sometimes creative and always worthwhile. In this book the author covers a wide variety of topics including: the skills needed to get the job to earning the promotion along with tips on dealing with difficult managers and the $unwritten\ rules\ of\ of fice\ life\ including\ of fice\ romance.$





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HarperCollins Publishers Inc, United States, 2016. Paperback. Book Condition: New. Reprint. 203 x 135 mm. Language: English. Brand New Book. An international bestseller, Barbara Coloroso s groundbreaking and trusted guide on bullying-including cyberbullying-arms parents

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