



Excel high office: human resources and administration

By ZHOU QING LIN / LIN SHU SHAN / HU WEI / CHEN HAO

paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 359 Publisher: Posts Telecom Press Pub. Date: 2010-02. Excel and efficient human resources and administrative office to Excel in the human resources and administrative management of the main line of the specific application. in accordance with human resource management rules and layout characteristics of the daily work. through the presentation of a typical application cases. to explain the specific methods of work at the same time. introduce the relevant Excel common functions. A total of 6 book chapters. describing the recruitment and hiring. training management. compensation and benefits administration. personnel information and data statistical analysis. management. and social security of workers in the administration of the Excel application and so on. Book case of practical steps to clear. Excel and efficient human resources and administrative office Excel application for the need to improve the level of human resources and administrative staff. the book to explain a typical case of the workplace are also very suitable for learning. office applications to enhance computer skills. Contents: Chapter 1. staff recruitment and hiring recruitment flowchart 21.1.1 11.1 31.1.2 recruitment flow chart...



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