

Administrative Assistants And Secretarys Handbook

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Professionals looking to improve their performance—and enhance their value to employers—should turn to the fourth edition of Administrative Assistant ' s and Secretary ' s Handbook. This invaluable 500-plus page reference book includes over 250 pages of new or completely revised material. It provides thorough, practical instruction on:

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Administrative Assistant's and Secretary's Handbook, 4th Edition. by James STROMAN, Kevin WILSON, Jennifer WAUSON. Released September 2011. Publisher (s): AMACOM. ISBN: 9780814417614. Explore a preview version of Administrative Assistant's and Secretary's Handbook, 4th Edition right now.

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Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Secretaries and Administrative Assistants, on the Internet at <https://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm> (visited October 06, 2020).

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