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Manual For Admin Assistant

**James Stroman, Kevin Wilson, Jennifer
Wauson**

Manual For Admin Assistant:

Administrative Assistant's and Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson, 2008 This handbook for administrative assistants and secretaries covers such topics as telephone usage keeping accurate records making travel arrangements e mail using the Internet business documents and language usage *Administrative Assistant's & Secretary's Handbook* James Stroman, Kevin Wilson, Jennifer Wauson, 2004 The most thorough career guide for administrative professionals now addresses the latest issues in a new second edition **Instructor's Manual to**

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Administration Manual, 1908 *The Office Management Manual* Anne Morton, 1990 Written for both the experienced and the novice in the office world this primer covers office design how to ask for a raise proper grammar and how to better manage communicate with and handle people

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