

## Career as an Executive Secretary: Administrative Professional (Paperback)



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### ***Reviews***

*Very good eBook and valuable one. This is for anyone who stante that there was not a worth reading. You will not truly feel monotony at at any time of your own time (that's what catalogs are for concerning if you question me).*

*(Ms. Ona Muller)*

## CAREER AS AN EXECUTIVE SECRETARY: ADMINISTRATIVE PROFESSIONAL (PAPERBACK)



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Createspace Independent Publishing Platform, 2017. Paperback. Condition: New. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. EXECUTIVE SECRETARIES ARE THE BACK BONE of any successful organization. You would be hard-pressed to find any productive and accomplished members of a management team who do not have an efficient, well-organized, highly competent executive secretary backing them up. Often working in the background, but always making their presence felt, executive secretaries, also known nowadays as executive assistants, personal assistants, or administrative professionals, are taking on more responsibility than ever before. Today the job goes way beyond answering phones and taking memos. For instance, with the advent of computers, the duties of the executive secretary have expanded to encompass being an information and communications manager, in addition to the other important tasks these administrative powerhouses handle every day. In the contemporary management world, executive secretaries often have their own staffs, putting these organizational specialists in the dual role of being in charge of people while also being the confidant and right-hand assistant to high-ranking officials in business, government, and nonprofit organizations. Though executive secretaries do have help, they have to be skilled in every aspect of their job in order to step in and pick up the slack when things get hectic. This job definitely requires someone who knows something about everything and is willing to learn new things quickly when required. Can't be done are not words that are ever uttered by a top-notch executive secretary. You are expected to find ways to make things happen. That is what makes you so valuable in this job. You are the person no one can do without. Executive secretaries know everything there is to know about the companies, agencies or organizations they work for and they are totally dedicated to the...



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