



The Elite Secretary: The Definitive Guide to a Successful Career

By Sandra C Rorbak

iUniverse, United States, 2012. Paperback. Book Condition: New. 229 x 150 mm. Language: English . Brand New Book ***** Print on Demand *****.Secretaries have been in existence since the establishment of the office and will undoubtedly continue to exist as long as there are offices and bosses. But the role has expanded from earlier years, and the responsibilities and duties have evolved as well. In *The Elite Secretary*, author Sandra C. Rorbak, who has been a secretary on three continents throughout her career of more than twenty years, provides specific information on how to succeed in the position. *The Elite Secretary* clarifies what novice secretaries really need to know: what to do (and what not to do) on the first day, how to handle the bully boss and other unsavory office personalities, what to expect in the modern office, and how to become an elite secretary. It provides real-life examples for both new and experienced secretaries, explaining what to expect on the job and how to handle ambiguous situations. What are the advantages and disadvantages of temping? How do male and female employers differ? How does one navigate office politics? An informative, how-to guide, *The Elite Secretary* includes practical tools...

DOWNLOAD



READ ONLINE

[2.55 MB]

Reviews

This composed pdf is fantastic. It normally will not expense too much. You will like how the writer write this publication.

-- **Dr. Jerald Hansen**

These types of pdf is the greatest pdf accessible. It is among the most amazing ebook we have go through. You will not feel monotony at anytime of your time (that's what catalogues are for relating to should you request me).

-- **Cecil Rempel**