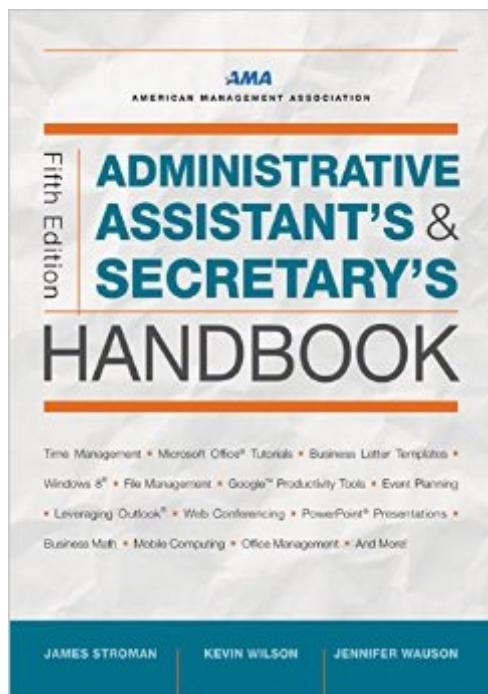


The book was found

Administrative Assistant's And Secretary's Handbook



Synopsis

From managing the phones, coordinating meetings, and preparing presentations to planning events, crafting clear business communications, and deciphering legal documents, administrative assistants need to be everything to everyone, all the time.

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