



The Definitive Personal Assistant & Secretarial Handbook: A Best-Practice Guide for all Secretaries, PAs, Office Managers & Executive Assistants

Sue France

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There has been a revolution in the office environment and today's PA or Secretary is a multi-skilled, dynamic member of the management team. The demands of the job are now huge.

The definitive Personal Assistant and Secretarial Handbook is the ultimate guide for all management assistants, PAs, secretaries and executive assistants. Written by a former Times Creme PA of the Year, it deals with every aspect of these vital administrative roles and the wide range of skills they require.

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