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# THE DEFINITIVE PERSONAL ASSISTANT & SECRETARIAL HANDBOOK



Kogan Page Limited/Viva Books, 2010. Softcover. Book Condition: New. First edition. 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...

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- Authored by Sue France
- Released at 2010



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