



How to be a good village instruments. village accountant assistant women's head(Chinese Edition)

By ZHU YAN NAN . GAO XIU JIE

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: October 2010 Pages: 282 Language: Chinese Publisher: Electronic Science and Technology University Press. How to be a good village instrument. village accountant assistant women's head was organized the frontline excellent staff across the country to conduct a comprehensive revision and preparation. fasten the actual fresh material. flexible. fun. easy to use. the advantage. further highlighting the knowledge with knowledge; learned in life. the concept used in life. How instruments good village. the village accountant assistant women's head has a strong normative. novelty. relevance. accuracy. authority. The book is divided into three chapters. including: How to be a good village instruments. how when good village accountant assistant How to be a good women's head and References. Informative and worth reading. Contents: Chapter 1 How to be a good village instrument (1) day-to-day work with management of the office environment. visitor reception three daily schedule four. the conduct of business. seal. letter of introduction to management six. telephone management seven on duty in eight handling nine letters. household registration management the second document management specification. instruments Drafting of...



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