

Secretarial and office careers

South-Western Pub. Co. - Secretaries and Administrative Assistants : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics



Description: -

- Engineering design.
- Welding.
- Materials.
- Education -- Hungary -- Curricula
- Office practice -- Vocational guidance.
- Secretarial and office careers
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- Notes: Includes index.
- This edition was published in 1984



Filesize: 17.45 MB

Tags: #Secretaries #and #Administrative #Assistants #: #Occupational #Outlook #Handbook: #: #U.S. #Bureau #of #Labor #Statistics

Office & Clerical Jobs

Most secretaries and administrative assistants work in an office setting. Zoom interviews are becoming increasingly popular. Please use citation guidelines for webpages without an author available.

Office & Clerical Jobs

Employment of medical secretaries will depend on growth of the healthcare industry. Aerotek places more than 73,000 professionals each year in customer support and administrative roles.

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As a secretary, common problems could include anything from fixing scheduling issues to communicating with challenging clients.

Sample Secretary Job Description

Most secretaries and administrative assistants work in an office setting. They should communicate effectively and be courteous when interacting with others to create a positive work environment and client experience.

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