

THUMBNAIL
NOT
AVAILABLE



DOWNLOAD PDF

The Elite Secretary: The Definitive Guide to a Successful Career (Paperback)

By Sandra C Rorbak

iUniverse, United States, 2012. Paperback. Book Condition: New. 229 x 150 mm. Language: English . Brand New Book ***** Print on Demand *****.Secretaries have been in existence since the establishment of the office and will undoubtedly continue to exist as long as there are offices and bosses. But the role has expanded from earlier years, and the responsibilities and duties have evolved as well. In The Elite Secretary, author Sandra C. Rorbak, who has been a secretary on three continents throughout her career of more than twenty years, provides specific information on how to succeed in the position. The Elite Secretary clarifies what novice secretaries really need to know: what to do (and what not to do) on the first day, how to handle the bully boss and other unsavory office personalities, what to expect in the modern office, and how to become an elite secretary. It provides real-life examples for both new and experienced secretaries, explaining what to expect on the job and how to handle ambiguous situations. What are the advantages and disadvantages of temping? How do male and female employers differ? How does one navigate office politics? An informative, how-to guide, The Elite Secretary includes practical tools...



READ ONLINE
[1.63 MB]

Reviews

Extensive guideline! Its this kind of very good study. It really is full of knowledge and wisdom I discovered this book from my i and dad encouraged this publication to understand.

-- Mr. Jerry Littel

The ideal pdf i at any time go through. It can be loaded with knowledge and wisdom Its been developed in an exceedingly straightforward way and it is just soon after i finished reading through this pdf by which basically altered me, affect the way i really believe.

-- Seth Treutel II