

Download Executive Assistant Guide Handbook

I'm sure the author is an expert in her field, and I do feel badly giving this a mediocre review. But the title for this book is a misnomer. Having worked as a paralegal for over 15 years, I was looking to make a change, which involved less travel and a work schedule more in line with a 40-hour workweek. The role of the executive assistant has evolved to include taking on more managerial duties, project work and supervisory roles. Sue France, former Times Crème PA of the Year, provides best practice advice on meeting the demands of the 21st century administrative professional's role. INTRO INFO 2018-19 MSHSAA OFFICIAL HANDBOOK Page 5 MSHSAA Staff KERWIN URHAHN Executive Director eligibility, Board liaison, transfers/appeals, legislative MARKETING METRICS 50+ METRICS EVERY EXECUTIVE SHOULD MASTER Paul W. Farris Neil T. Bendle Phillip E. Pfeifer David J. Reibstein - Executive Assistant Guide Handbook