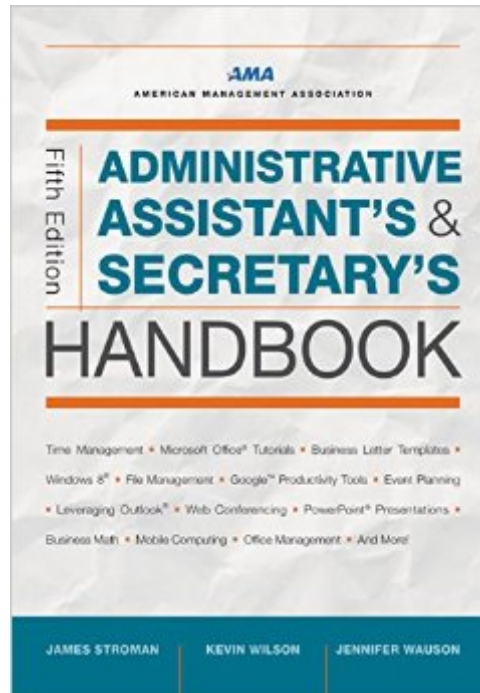


The book was found

# Administrative Assistant's And Secretary's Handbook



## Synopsis

From managing the phones, coordinating meetings, and preparing presentations to planning events, crafting clear business communications, and deciphering legal documents, administrative assistants need to be everything to everyone, all the time.

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