

# BOOK 101 Ways To Be The Best Executive Assistant PDF



BOOK 101 Ways To Be The Best Executive Assistant by *by By Penney Simmons*

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The administrative field includes different titles and salary ranges for positions requiring varied skill levels and responsibilities. Executive assistant is referred to most often in this ebook, but 101 Ways to be the Best Executive Assistant will be useful to anyone in the administrative field. The author shares helpful advice gained from her career of over 26 years of administrative experience. This ebook will offer a refresher for experienced admins along with some new ideas that might make their jobs a little easier. It will also offer valuable advice to help those who are new to the administrative field to get established in their career and prepare for possible advancement.

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