

EXECUTIVE ASSISTANT PROCEDURES

MANUAL

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ambitious Assistants who want to continually improve their skills The Definitive Executive Managerial Handbook is an indispensable guide helping you to maintain your professional image and achieve resounding success *The Executive Secretary's Desk Manual* ,1968 **The Pennsylvania Manual** ,1909 *Smull's Legislative Hand Book and Manual of the State of Pennsylvania* John Augustus Smull,William P. Smull,Thomas Baumgardner Cochran,W. Harry Baker,1909

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