



Survival Guide for the Administrative Assistant

Justa Victorin

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The book: Survival Guide for the Administrative Assistant offers an opportunity for the Administrative Assistants to start the year on a great note. It is a complete guide to get organized using established systems, to plan meetings and events. It also offers guidance on customer service, office ethics, job search, resume and interview, new employee hiring and orientation, and a protocol for leaving your job. The back of the book includes a Forms section that contains multiple forms that will make the Administrative Assistant's life easier. This book is a great manual for any business. A complete guide for office organization, administration, meeting/event planning and organizing, customer service, office ethics, job search, resume and interview, new employee orientation, protocol for leaving your job and in the forms section, multiple forms that will make the Administrative Assistant life easier. In this guide for success for the administrative assistant, the author shows you how you can: Be the best in the field; Get organized using established systems that will not fail you; Take the steps to be prepared for anything including natural disasters; Access the complete guide to organizing meetings and events; Complete assignments before and after the meeting/event; Advance your knowledge in Word and Outlook; Look for work and transition into a new job following the proper protocols; and become popular at work by being on your best behavior.

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