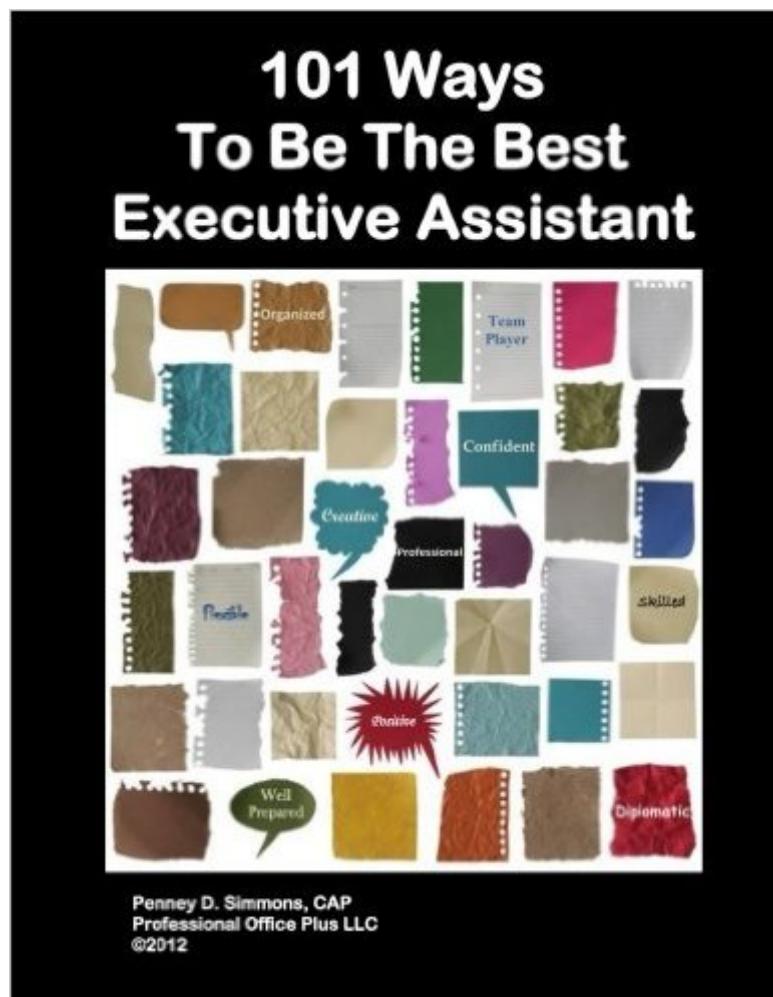


The book was found

# 101 Ways To Be The Best Executive Assistant



## **Synopsis**

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 book, 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 book 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.

## **Book Information**

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Average Customer Review: 3.2 out of 5 starsÂ  See all reviewsÂ  (12 customer reviews)

Best Sellers Rank: #417,352 in Books (See Top 100 in Books) #68 inÂ  Books > Business & Money > Skills > Secretarial Aids & Training

## **Customer Reviews**

The content was fine for a lighter, run-through list of suggestions, but I felt some of the expanded comments could have been more precise and specific. I can see myself referring to the material for reminders about how to make myself more valuable and useful.

Nice clear, easy to understand. Recommend to all levels ! Enjoyed revisiting the basics and 'reminding myself what I'm supposed to do.

Waste of money if you already been an EA for 6 months or longer. Very basic info and nothing helpful inside for me

I don't think this book was worth the money I paid for it.

It's literally a booklet of tips that are commonly found online. Not worth \$10.

This is a great book to either use to get started in this business line or as a good refresher tool if you are an Executive Assistant! It is organized well for an easy read and offers excellent tips. Looking forward to the next addition.

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