

[PDF] Become An Inner Circle Assistant

Joan Burge - pdf download free book

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Description:

Review With Joan's unparalleled respect for the profession's importance, she instills with wit and enthusiasm--the courage to excel! --Mike McCallister, President & CEO, Humana Inc., January 2005

From the Publisher What does a Fortune 500 company have in common with a two-person office in Fort Mill, South Carolina? Neither could function without the multiple skills and talents of an administrative office professional. They are the ones who keep the top echelon from falling into chaos. When they do their jobs well, the company not only looks good but it operates like a precision machine. Despite their importance to the overall operation of a business, administrative support personnel are repeatedly overlooked and underappreciated. They are often left to fend for themselves on matters of morale or growth within the company.

There are books galore to guide the junior executive or manager to the heights of his or her field.

There are strategies and philosophies that help them understand the higher purpose behind their ascent to the top. But for people whose labor and loyalty help them make that climb, there has been very little in print to inspire, teach, and show them how to maximize their career. Today's administrative professional, whether called an office administrator, marketing assistant or executive assistant, is not just a task doer or order taker. She is a knowledgeable assistant who must draw on cognitive abilities which eventually will move her into the Inner Circle.

BECOME AN INNER CIRCLE ASSISTANT is the kind of book that belongs in the hands of every administrative professional in the country. And if management wants to see greater improvement within the company, it should place a copy on each and every desk.

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