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# New Executive Assistant Advice For Succeeding In Your Career

**Kudakwashe Sithole** 

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The New Executive Assistant: Advice for Succeeding in Your Career Melba J. Duncan,1997-02-22 Today s executive assistant has become a crucial member of every organization s support staff a key business ally with diverse responsibilities from overseeing employees to making strategic decisions. Here is the first step by step guide specifically designed to help you thrive in this fast paced profession Developed by nationally known business consultant and author Melba Duncan this leading edge resource provides all the up to date information you need to manage information technologes deal effectively with abrupt organizational changes and office politics handle stress resolve conflicts motivate workers and forge a team mentality master public relations and the media capitalize on opportunities emerging from corporate restructuring and more

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