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# OFFICE ADMINISTRATION MANUAL

# Office Administration Procedures Manual

**Trans World Airlines**



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Documents, 1971 February issue includes Appendix entitled Directory of United States Government periodicals and subscription publications September issue includes List of depository libraries June and December issues include semiannual index Handbook of Design Office Administration Society of Design Administration, 1998-11-09 Design administrators serve a dual role while acting as office managers they must also become a liaison between the designers and client as well as

the consultants on projects This professional practice book is written for both large and small design firms with chapters devoted to all aspects of design administration from project management and marketing to human resources and accounting

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