

A woman with long dark hair and glasses is sitting at a desk in an office. She is looking down at some papers. The desk is cluttered with many papers and a laptop. In the background, there is a potted plant and some office equipment. The entire image has a blue tint. A white oval is superimposed over the center of the image, containing the text.

## **Training on Office Administration and Management**

# Office Administration And Management Ebook

**Pattie Gibson**



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Ferreira,A. W. Erasmus,D. Groenewald,2010-06 The roles and responsibilities of administrative managers are identified and explained in this updated and comprehensive resource on managing the information needs of an organization to facilitate timely relevant and accurate communication Topical case studies and practical examples illustrate the knowledge and skills required for success in office management Whether managing cultural diversity in the work place or learning proper business ethics the instructions outlined in this guide provide the basis for arriving at meaningful decisions that can make a candidate an asset in any office environment

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