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arrangements, compiling meeting minutes, conducting research, preparing correspondence, and supervising and training junior level office staff.

Administrative Assistant or Executive Secretary

In this extract from The Executive Secretary Guide to Creating an Internal Assistant Network, Cathy Harris explains the value of an internal network. An internal assistant network is a group of dedicated and passionate assistants that share a variety of skills, values and role functions. It requires assistants who are connected together to excel at optimizing communications, empowering each other, creating high standards, being professional and respectful, and who are committed to making a ...

Creating an Internal Assistant Network - Executive Secretary

The Executive Secretariat Contact Information. Room 603-H 200 Independence Avenue S.W. Washington, DC 20201 Phone: 202-690-5627 Fax: 202-205-2135. Executive Secretary to the Department

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