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Make a cover page for the instruction manual. Give the manual a simple title, such as "Administrative Assistant Manual and Handbook." Include the name of your business and its address on the cover ...

How to Write an Administrative Assistant Instruction Manual

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Even with near-identical job descriptions, two administrative professionals can wind up earning very different salaries. Why the difference?

Get a High-Paying Administrative Job

such as the International Association of Administrative Professionals or National Association of Legal Secretaries with designations including Certified Professional Secretary or Certified ...

How to Be an Executive Secretary

Mayor Lori Lightfoot's office announced the retirements Tuesday afternoon, marking the latest in a wave of departures from her administration since late last year.

City Hall Turnover: Business Affairs And Consumer Protection

Commissioner Rosa Escareño, Cultural Affairs And Special Events Commissioner Mark Kelly To Retire

Escareno, whose widowed mother of six brought her to Chicago from Mexico at age 8, says she is simply ready for the next chapter in her life after the emotional roller-coaster of her final year on the ...

After 30 years and four mayors, Business Affairs and Consumer Protection Commissioner Rosa Escareno calling it quits

she has been busy recently with firms seeking to add paralegals but she hasn't placed an administrative assistant in quite some time. "Finding a traditional legal secretary is tough," Kruza ...

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2 more law firms offer buyouts to legal secretaries as support staff reconfigurations continue

Donald Rumsfeld, the former U.S. Secretary of Defense whose defense of the Iraq War proved controversial, is dead at the age of 88.

Donald Rumsfeld Dead: Former Secretary of Defense Dies at 88

QUINCY — Phyllis Stewart started working as administrative assistant and School Board secretary for Superintendent George Meyer. Seven more superintendents and dozens of School Board members ...

QPS board secretary to retire after 27 years

The report prepared by Marine Lt. Gen. Robert Schmidle and Rear Adm.

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Mark Montgomery, both retired, came in response to recent Naval disasters, including a fire on the USS Bonhomme Richard.

Navy is in disarray and focusing more on diversity training than warfighting, report says

Officials say Massachusetts is "well positioned" in the wake of the pandemic, but a new report says the state faces some emerging challenges.

8 ways the pandemic may lastingly change life and work in Massachusetts

As Deloitte prepares to cull hundreds of administrative staff, it is clear the digital shift will be used as a chance to cut costs ...

Working from home hastens death of the secretary

He previously also worked as an Account Executive for Learfield Sports at the University of Oklahoma and served as the Assistant Director of Marketing ... Corcoran came to KU after serving as press ...

Kansas Athletics Names Booker Deputy AD for External Affairs and Revenue Generation; Promotes Corcoran and Pierce II

An update to the dress code for Ardmore elementary schools may have been made in error, but the legal director for a civil rights group says it should be considered effective until properly ...

Ardmore City Schools dress code update to be reversed, school

blames uploading error

Binance.US, a leading United States-based digital asset marketplace, today announced that Manuel “Manny” P.

Alvarez will join the company as Chief Adm ...

Former Commissioner of the California Department of Financial Protection and Innovation and Fintech Executive Manuel P.

Alvarez to Join Binance.US as Chief Administrative Officer

Gov. Mike Dunleavy is accusing the Biden administration of keeping 28 million acres of Alaska lands “locked up as de facto parks.” ...

Alaska sues Interior Secretary over control of state lands and natural resources

UNHCR’s Assistant High

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Commissioner for Protection Gillian
Triggs was awarded the Ruth Bader
Ginsburg Medal of Honor today in
Madrid at a ceremony ...

**UNHCR's Assistant High
Commissioner for Protection Gillian
Triggs among laureates of
inaugural Ruth Bader Ginsburg
Medal of Honor**

she will assume the position of Under
Secretary and Chief Management
Officer of the Department of the Air
Force - duties currently performed by
Anthony Reardon, a member of the
Senior Executive ...

**Under Secretary of the Air Force
nominee testifies during Senate
Armed Services Committee hearing**
(School District 146) Laura Bachman,
long-time Administrative Assistant to

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the Superintendent and Secretary for the Board of Education, was placed on the District 146 Wall of Fame on June 8.

New Face Added to Wall of Fame

Donald Rumsfeld, the long-time politician and two-time defense secretary, has died, his family said Wednesday in a statement.

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