



The Administrative Manager

Harold Smith, William Baker



The Administrative Manager:

The Administrative Manager Harold Smith, William Baker, 1978 *Administrative Management* Annatjie Erasmus, E. J. 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 **The Administrative Manager** Harold T. Smith, William H. Baker, 1978

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