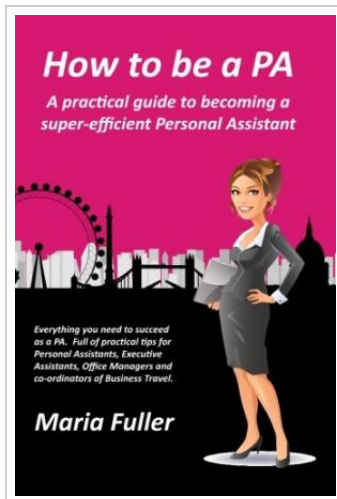




How to be a PA: A Practical Guide to Becoming a Super-Efficient Personal Assistant (Paperback)

By Maria Fuller

Maria Fuller, United Kingdom, 2016. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****.Are you a student or apprentice Personal Assistant, thirsty for knowledge? Are you returning to work after a career break and considering a PA career? Perhaps you are an experienced PA but want to ensure your skills are relevant and up to date. Do you want to progress your career as a PA but not sure how? Whatever your reasons for wanting to expand your PA knowledge, How to be a PA will answer your questions, provide inspiration and motivation, and set you firmly on the path to PA success. Also beneficial for students of business administration, legal secretaries and new graduates as a guide to office administration. Written by a C-Suite Executive Assistant, How to be a PA is an invaluable source of information for anyone employed as (or training to be) a Personal Assistant. Packed full of practical tips, advice and office insights, this book will equip you with the skills you need to succeed in today's competitive, yet lucrative, PA market. Discover career choices for PAs, how to support a CEO, the key elements of the PA role,...



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