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Executive assistants are similar to administrative assistants or secretaries in that they all support someone else's work—usually an executive—by handling or supervising office duties. The difference is that an executive assistant is specifically a senior office staff member assigned to a top executive.

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An Executive Assistant is like a spokesperson for their executive. In many situations, your words are treated as if they are your boss's, so polished emails and proper phone etiquette are a must. You also need to be able to present situations clearly and accurately, as well as be persuasive from time to time.

17 Executive Assistant Skills in 2020 That Will Make You ...

Sue France FCIPO FInstAM INLPTA is the author of the 2 best selling books 'The Definitive Personal Assistant & Secretarial Handbook' 3 rd edition and the award winning 'The Definitive Executive Assistant & Managerial Handbook', which complement each other and sell successfully throughout the world and both have been endorsed by The Institute of Administrative Management. The 3rd revised edition of 'The Definitive Personal Assistant & Secretarial Handbook' now includes ...

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As you know, Joan Burge is the CEO of Office Dynamics and has over 25 years of experience both as a top-level assistant herself and as an executive. She has personally coached over 150 executive and assistant teams at some of the world's most acclaimed organizations. In this Guide, she reveals some of her most powerful secrets!

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From best-selling author and expert Sue France, The Definitive Executive Assistant & Managerial Handbook is the ultimate guide for anyone who wants to take their career development to the next level.