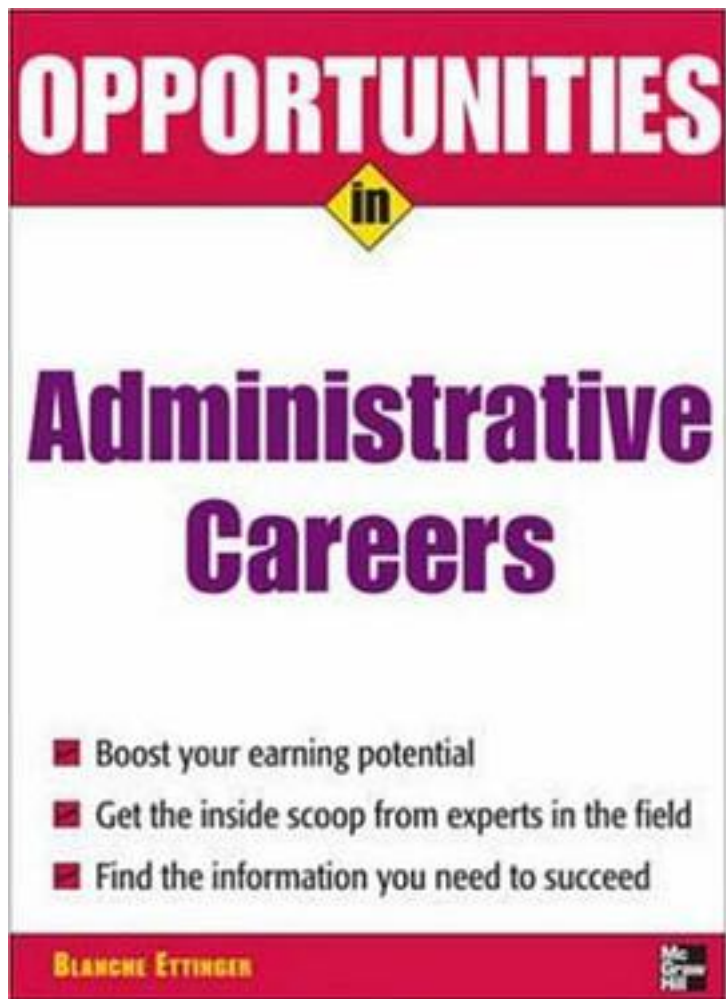


Opportunities in Administrative Assistant Careers (Opportunities InSeries)



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Plan for a rewarding career as an administrative assistant Get started in a career that has a promising future and is financially satisfying. Opportunities in Administrative Assistant Careers provides you with a complete overview of the job possibilities, salary figures, and experience required to become an administrative assistant. This career-boosting book will help you: Determine the specialty that's right for you, from travel planning to project management to event coordinating Acquire in-depth knowledge of the administrative assistant profession Find out what kind of salary you can expect Understand the daily routine of your chosen field Focus your job search using industry resources ENJOY A GREAT CAREER AS AN: executive assistant * multimedia specialist * administrative manager * network administrator

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