

Manual de la **SECRETARIA EJECUTIVA** *y la* **ASISTENTE ADMINISTRATIVA**

**Desarrollo de habilidades profesionales
en la empresa moderna**

- Perfil de la secretaria y del jefe
- Introducción a la administración
- Atención a clientes y visitantes
- Uso correcto del teléfono
- Técnicas modernas de archivo

Josefina Abundilla Nahúm



Manual De La Secretaria

Kathleen Armour



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