

ADMINISTRATIVE ASSISTANT GUIDE

FUNCTIONAL AREAS YOU WILL TO BE WORKING IN AND YOUR DUTIES

- Human resources:
 - i.) Preparing letters for signature: Administrative assistant help prepare signatures for the HR department due to efficiency because the HR department re responsible for handling other important tasks. Therefore, administrative assistants can help reduce the stress load of the department.
 - ii.) Maintaining employee records: Administrative assistant help keep the records readily accessible, improving the efficiency of the HR department.
 - iii.) Preparing contracts of employment
 - iv.) Ensuring confidentiality of employee records
 - v.) Administrative support for HR managers

- Marketing:
 - i.) Administrative support for marketing managers
 - ii.) Preparing press releases
 - iii.) Preparing newsletters
 - iv.) Emailing information/offers to customers
 - v.) Maintaining databases of customer information: administrative assistant helps the marketing department maintain the database of customer information because it is crucial for effective marketing campaigns and ensure that the customers data and information is up to date

- Sales
 - i.) Maintaining customers records
 - ii.) Processing customer orders
 - iii.) Processing customer payments: admin assistant help ensure that all payments are processed accurately are they are on time which leads to improved cashflow and the customer being happy and satisfied
 - iv.) Ensuring customer confidentiality
 - v.) Administrative support for sales managers

- Operations/production
 - i.) Maintaining stock records
 - ii.) Ordering stock
 - iii.) Working with transport/distribution companies
 - iv.) To arrange delivery to customers
 - v.) Administrative support for operations/production managers

Administrative Assistant Guide

Ensheng Dong



Administrative Assistant Guide:

Delve into the emotional tapestry woven by Emotional Journey with in **Administrative Assistant Guide** . This ebook, available for download in a PDF format (PDF Size: *), is more than just words on a page; itis a journey of connection and profound emotion. Immerse yourself in narratives that tug at your heartstrings. Download now to experience the pulse of each page and let your emotions run wild.

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