

<<国际商务行政管理>>

图书基本信息

书名：<<国际商务行政管理>>

13位ISBN编号：9787040323559

10位ISBN编号：7040323559

出版时间：2011-5

出版时间：高等教育出版社

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页数：189

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### 内容概要

《国际商务行政管理（英文版）》是以行政管理人员的实际岗位为出发点，对行政管理人员的工作职责进行全程指导，归纳总结了行政管理人员所必需的各种知识和技能，具有很强的操作性和实用性。

教材的编写借鉴了英国国家职业资格证书体系中科学的教育理念，结合国内外知名企业的成功行政管理经验，参考国内外行政管理书籍和网站编撰而成。

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1.2 Take Up the Role of Administrative Staff  
1.3 Plan Your Career Development  
Unit 2 Maintain a Healthy, Safe and Effective Working Environment  
2.1 Create and Maintain a Healthy, Safe and Secure Workplace  
2.2 Monitor Office Controls, Standards and Documentation  
2.3 Manage Storage and Retrieval of Information  
Unit 3 Manage Business Communications  
3.1 Plan and Carry Out Oral and Electronic Business Communications  
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