

Administrative Assistant Confidential

I don't think executives realize that their assistant is their partner. They are an extension of you. They give you the capacity to do so much more. - Dr. Ken Blanchard, Author, The One Minute Manager Do you really need an executive assistant? If you're reading this book, the answer is most likely a resounding 'Yes!' Executives often fail to capitalize on the immense resource sitting right outside their office in the person of an exceptional executive assistant. That solutions-oriented individual who adds value by enhancing the executive's productivity, elevating their performance and functioning as their indispensable business partner and 'right arm.' As you read this book, you will discover the genesis of the formidable talents that are the hallmark of exceptional assistants, and understand the value they can bring to you. Throughout the book you will hear from dozens of executives and close to one hundred assistants, who gave the author a candid look into their day-to-day activities, the expectations and demands on the executive-assistant relationship, as well as their advice for how executives and assistants can work successfully and productively together. As you read about these assistants, you will begin to understand why you should not settle for anything less than a stellar assistant who knows what you need and how to give it to you, who will smooth out your life and make your workday a rewarding experience. This book provides not only the inspiration to achieve a successful business partnership, but also provides know-how and practical tools to recruit, train and work on a day-to-day basis with an exceptional assistant, showing you how to put their exemplary talents to good use. Part 1 explores the relationships between successful executives and their assistants and defines what an 'exceptional executive assistant' is. In Part 2, Jones describes the crucial characteristics that all exceptional executive assistants epitomize, and how they are critical to not only your day-to-day routine, but to your success as an executive or entrepreneur. Part 3 of this book will explore the processes, resources and skills that you will need to hire an exceptional assistant. Part 4 takes a deeper dive into the executive and assistant relationship and offers a guide to setting up a successful partnership. As with any business collaboration, it is a two-way street. In order to solidify the partnership, the executive must reciprocate. With examples throughout from successful CEOs and entrepreneurs, this book will help you create a robust, dynamic and productive partnership with your executive assistant.

Hearings Before a Subcommittee of the Committee on Appropriations, United States Senate, Eightieth Congress, First Session, on H.R. 3123, a Bill Making Appropriations for the Department of the Interior for the Fiscal Year Ending June 30, 1948, and for Other Purposes

An Act Appropriating Funds for the Operation of the Government of the Republic of the Philippines

Hearings

Interior Department Appropriation Bill for 1948

Independent Offices Appropriation Bill for 1941

The CEO's Secret Weapon

Offers career information in radio. Profiles include news, sports, sales, management, publicrelations, traffic, engineering, and programming.

Career Opportunities in Radio

Annual Report of the United States Civil Service Commission

The Plum Book

United States Government Policy and Supporting Positions

Containing a Codification of Documents of General Applicability and Future Effect as of December 31, 1948, with Ancillaries and Index

United States Government

The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.

July 1, 1890 to June 30, 1891

Work Relief and Relief for Fiscal Year 1940

The Annual Report of the Office of Personnel Management

Federal Register

Hearings Before the Subcommittee of the Committee on Appropriations, House of Representatives, Seventy-sixth Congress, Third Session, on the Independent Offices Appropriation Bill for 1941

July 1, 1892 to June 30, 1893

Contains data and actual salaries on over 9,000 Federal civil service leadership and support positions in the legislative and executive branches of the Federal government that may be subject to noncompetitive appointments.

Hearings Before the Subcommittee of the Committee on Appropriations, House of Representatives, Eighty-seventh Congress, First Session

Departments of Labor and Health, Education and Welfare Appropriations for 1962

Treasury, Postal Service and General Government Appropriations for Fiscal Year 1991

Official Register of the United States

The Code of Federal Regulations of the United States of America

Persons in the Civil, Military, and Naval Service, Exclusive of the Postal Service