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Legal Secretary's Complete Handbook

1992

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1967

includes index rev ed of complete secretary s handbook lillian dorris 6th ed c1988

Legal Secretary's Complete Handbook

2014-01-01

this handbook for administrative assistants and secretaries covers such topics as telephone usage keeping accurate records making travel arrangements e mail using the internet business documents and language usage

Complete Secretary's Handbook

1993

all public and private limited companies are required by law to appoint a company secretary this is a practical handbook designed to help newly appointed company secretaries do their job efficiently and comply with company law the secretary as an officer of the company may be criminally liable for

defaults and errors can lead to civil penalties this invaluable desk top companion will help anyone get to grips with all the basic aspects of compliance required by the companies act this fully revised new edition of the company secretary s handbook is a comprehensive jargon free guide to the main responsibilities of a company secretary up to date with all the latest legislation it also includes useful addresses and examples of the necessary official documentation the company secretary s handbook helps anyone setting up a company or acting as a company secretary get it right from the start preventing problems arising during the day to day administration and avoiding potentially costly omissions

Complete Secretary's Handbook

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praise and reviews a concise straightforward and jargon free guide business executive this is a

practical handbook to help the newly appointed company secretary of a private limited company and will help in getting things right from the start all about making money all public and private companies are required by law to appoint a company secretary with a wide range of responsibilities they are effectively a company's chief administration officer if you are setting up a company or will be acting as the company secretary this fully revised new edition will help you get to grips with all the basic aspects of compliance required by the companies act it helps you get it right from the start preventing problems arising during the day to day administration and avoiding potentially costly omissions every topic is covered including types of company formation of companies directors duties keeping statutory records board meetings share transactions and dividends dissolution of a company helen ashton leads you through the maze of detail with this comprehensive jargon free guide to the duties involved up to date with all the latest legislation it also includes useful addresses and examples of the necessary official documentation

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1981

all public and private companies are required by law to appoint a company secretary this guide to the role covers the secretary's duties including accounting and finance duties personnel administration compliance with employment rights security of documentation and insurance and property rights it contains forms and documentation and is written in a jargon free style

Handbook for the Legal Secretary

1958

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aspects of compliance required by the companies act this fully revised new edition of the company secretary s handbook is a comprehensive jargon free guide to the main responsibilities of a company secretary up to date with all the latest legislation it also includes useful addresses and examples of the necessary official documentation this book will help anyone setting up a company or acting as a company secretary get it right from the start preventing problems arising during the day to day administration and avoiding potentially costly omissions

The Perfect Secretary

1983-01-01

provides information on career development word processing business documents telecommunications business english records management and other topics

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now available in trade paper the official publication of the 1 secretarial organization in the u s chapters cover career advancement and human relations equipment and supplies specialized office procedures grammar and punctuation computers word processing and more with over four million secretaries and administrative assistants in the u s today this is the essential reference to have in today s office

Administrative Assistant's and Secretary's Handbook

2008

a good legal secretary is one of the most valuable assets in any legal office and this book written as a practical guide will enable them to approach their work with increased confidence of particular

assistance will be the numerous completed specimen forms and documents these examples are invaluable reference sources indicating the best way of filling in such forms as well as covering most areas of law this book identifies the people who work in the law and the structure of the courts it contains a useful glossary a section on etiquette and a helpful list of addresses telephone numbers and web addresses there is also a guest chapter on finding a job which has been written by zarak legal a leading london recruitment consultant firm a test yourself section at the end of most chapters acts as an ideal study aid for beginners to monitor progress or as a desktop reference for the more experienced legal secretary book jacket

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