

# PERSONNEL ADMINISTRATIVE ASSISTANT SECRETARY

## SECRETARIAL WORK CONTENT REPORT FORM

Personnel assistant work content report				
serial number	Nature of the work	work content	expiration date	Completion Date
1	day work	According to the company's job requirements, timely post-recruitment positions on Zhushou Talent Network, make an appointment for interview time and follow up the application results. The recruitment positions are updated daily	that day	
2		If necessary, go to the first floor in the afternoon to set up a stall for recruitment, and follow up the application results	that day	
3		Application, renewal, replacement and issuance of residence permits for company personnel	that day	
4		Handle social insurance for the company's personnel, and increase or decrease employees in a timely manner according to the flow of personnel	that day	
5		Issuance and management of floor staff uniforms	that day	
6		Company personnel files, contracts and agreements are kept	that day	
7		Other flexible work assigned by superiors	that day	
8	work week	Submit the weekly report on the recruitment work schedule on the following Monday	every Monday	
9		Every Wednesday, count the number of people who need bus tickets in each place, and submit the application fee for the "Bus Purchase Form" in the OA system, and order and distribute buses according to different places	every Thursday	
10	monthly work	Social Security: At the beginning of the month, go to the Social Security Bureau to copy the social security information. After the recapitulation is OK, submit the "Bus Purchase Form" in the OA system with the application fee for the social security report (our company will transfer the amount) after the recapitulation is OK	Before the 1st of the month	
11		Social Security: No need to go to the Social Security Bureau, directly download our social security information to make a report on the (Social Security Network) online declaration, and submit the application fee for the "Purchase Purchase Form" in the OA system	Before the 1st of the month	
12		Count the list of birthday gifts made to the person in charge of the relevant department for confirmation, and send an email to the administrative department to arrange gifts made on the 1st of each month	10th of the month	
13		After counting the employee salary adjustment list and confirming it with the person in charge of the relevant department, submit the corresponding "Salary Adjustment Application Form" in the OA system to go through the approval process	15th of the month	
14		Statistical release--contract expiry list, renewal work item department to follow up the contract renewal status in time	15th of the month	
15		Monthly performance assessment follow-up and assessment data submission for network department, administrative section chief, and administrative supervisor	Before the 1st of the next month	
16		Arrangements and content records for the internal communication meeting of the category's management personnel once a month	end of month	

# **Sample Excel Test For Administrative Assistant**

**Terry Sincich, David M. Levine, David  
Stephan**



## **Sample Excel Test For Administrative Assistant:**

**Practical Statistics by Example Using Microsoft Excel** Terry Sincich, David M. Levine, David Stephan, 1999 This manual includes an Excel primer providing basic instructions on using Windows and Excel Excel Tutorials appear at the end of pertinent chapters Self test questions key terms formulas and symbols are included *Statistics for Managers Using Microsoft Excel* David M. Levine, 2002 For one or two term courses in Business Statistics at the undergraduate or graduate level This hallmark text was the first to thoroughly integrate the use of Microsoft Excel and still provides more Excel coverage than any other textbook The streamlined coverage 15 chapters focuses on the concepts of statistics with applications to the functional areas of business It is rich with applications from accounting finance marketing management and economics There is significant emphasis on using statistical software as a tool with most examples presented in a spreadsheet environment This is the 1 best selling business statistics text Communication Research Statistics John C. Reinard, 2006-04-20 While most books on statistics seem to be written as though targeting other statistics professors John Reinard's *Communication Research Statistics* is especially impressive because it is clearly intended for the student reader filled with unusually clear explanations and with illustrations on the use of SPSS I enjoyed reading this lucid student friendly book and expect students will benefit enormously from its content and presentation Well done John C Pollock The College of New Jersey Written in an accessible style using straightforward and direct language *Communication Research Statistics* guides students through the statistics actually used in most empirical research undertaken in communication studies This introductory textbook is the only work in communication that includes details on statistical analysis of data with a full set of data analysis instructions based on SPSS 12 and Excel XP Key Features Emphasizes basic and introductory statistical thinking The basic needs of novice researchers and students are addressed while underscoring the foundational elements of statistical analyses in research Students learn how statistics are used to provide evidence for research arguments and how to evaluate such evidence for themselves Prepares students to use statistics Students are encouraged to use statistics as they encounter and evaluate quantitative research The book details how statistics can be understood by developing actual skills to carry out rudimentary work Examples are drawn from mass communication speech communication and communication disorders Incorporates SPSS 12 and Excel A distinguishing feature is the inclusion of coverage of data analysis by use of SPSS 12 and by Excel Information on the use of major computer software is designed to let students use such tools immediately Companion Web Site A dedicated Web site includes a glossary data sets chapter summaries additional readings links to other useful sites selected calculators for computation of related statistics additional macros for selected statistics using Excel and SPSS and extra chapters on multiple discriminant analysis and loglinear analysis Intended Audience Ideal for undergraduate and graduate courses in *Communication Research Statistics* or *Methods* also relevant for many *Research Methods* courses across the social sciences *Microsoft Office 2008 for Macintosh* Steve Schwartz, 2010-04-16 Microsoft s

Office 2008 is packed with new tools that will help users work smarter and more efficiently such as the new Elements Gallery Word's publication layout tools Excel's ledger sheets templates for common financial tasks Entourage's improved Exchange Server support and My Day for tracking appointments and to do items In this latest updated edition of the bestselling Visual Quick Start Guide for Microsoft Office veteran author Steve Schwartz guides the user along with clear concise instructions and loads of visual aids that make learning easy and painless Table of Contents Part 1 Introduction Chapter 1 Essential Office Techniques Part 2 Microsoft Word Chapter 2 Introducing Word 2008 Chapter 3 Document Formatting Chapter 4 Text Formatting Chapter 5 Adding Graphics Chapter 6 Creating Tables Chapter 7 Working in Other Views Chapter 8 Other Word Features Part 3 Microsoft Excel Chapter 9 Spreadsheet Essentials Chapter 10 Modifying Worksheets Chapter 11 Formulas and Functions Chapter 12 Working with Lists Chapter 13 Charts and Graphs Chapter 14 Database Techniques Chapter 15 Data Analysis Chapter 16 Sharing Workbooks Part 4 Microsoft PowerPoint Chapter 17 Creating a Presentation Chapter 18 Charts and Tables Chapter 19 The Presentation Part 5 Microsoft Entourage Chapter 20 Introducing Entourage Chapter 21 Email Chapter 22 Address Book Chapter 23 Calendar Chapter 24 Tasks Chapter 25 Notes Chapter 26 Newsgroups Chapter 27 My Day Chapter 28 Entourage and Exchange Server Part 6 Integrating Applications Chapter 29 Combining Office Data Chapter 30 The Project Center Chapter 31 Office 2008 and the Internet Index

**Data Analysis for Managers with Microsoft Excel** S. Christian Albright, Wayne L. Winston, Christopher James Zappe, 2004 This text presents statistical concepts and methods in a unified modern spreadsheet oriented approach Featuring a wealth of business applications this examples based text illustrates a variety of statistical methods to help students analyze data sets and uncover important information to aid decision making DATA ANALYSIS FOR MANAGERS contains professional StatPro add ins for Microsoft Excel from Palisade valued at one hundred fifty dollars packaged at no additional cost with every new text

*Resumes For Dummies* Laura DeCarlo, Joyce Lain Kennedy, 2015-08-03 Expert guidance on writing a winning resume that will set you head and shoulders above the crowd to land that elusive interview and get the job of your dreams

**O'Leary Series: Microsoft Office Excel 2003 Brief** Timothy O'Leary, Linda O'Leary, 2003-10-17 The goal of the O'Leary Series is to give students a basic understanding of computing concepts and to build the skills necessary to ensure that information technology is an advantage in whatever career they choose in life The O'Leary Microsoft Office 2003 texts are crafted to be the true step by step way for students to develop Microsoft Office application skills The text design emphasizes step by step instructions with full screen captures that illustrate the results of each step performed Each Tutorial chapter combines conceptual coverage with detailed software specific instructions A running case that is featured in each tutorial highlights the real world applications of each software program and leads students step by step from problem to solution

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advantage in whatever career they choose in life The O Leary Microsoft Office 2003 texts are crafted to be the true step by step way for students to develop Microsoft Office application skills The text design emphasizes step by step instructions with full screen captures that illustrate the results of each step performed Each Tutorial chapter combines conceptual coverage with detailed software specific instructions A running case that is featured in each tutorial highlights the real world applications of each software program and leads students step by step from problem to solution      **Microsoft Office Excel 2003** Gary B. Shelly, Thomas J. Cashman, James S. Quasney, 2003-10-29 For the past three decades the Shelly Cashman Series has effectively introduced computers to millions of students consistently providing the highest quality most up to date and innovative materials in computer education We are proud of the fact that our series of Microsoft Office 4 3 Microsoft Office 95 Microsoft Office 97 Microsoft Office 2000 and Microsoft Office XP textbooks have been the most widely used books in computer education With each new edition of our Office books we have made significant improvements based on software changes and comments made by both instructors and students Our Microsoft Office 2003 books continue with the innovation quality and reliability that you have come to expect from the Shelly Cashman Series      A Guide to Microsoft Office 2000 Kate Chase, 2000 Includes list of objectives for each chapter case projects and hands on exercises and review questions      *Ten Steps to a Federal Job* Kathryn K. Troutman, 2002 Identify the federal job titles that match your skills      *A Microsoft Excel Companion for Business Statistics* David L. Eldredge, 2005 Provides step by step instructions for using Excel to solve most of the problems found in introductory business statistics Screen captures show data input pull down menus dialog boxes and statistical results      The Office Magazine of Information Systems and Management, 58th Annual Forum , 1992      *Using Microsoft Office 97, Small Business Edition* Rick Winter, Patty Winter, Elaine Betts, 1997 This comprehensive reference will assist Microsoft Office Small Business Edition users with creating powerful professional looking documents and marketing materials Readers will learn how to stay on top of correspondence develop proposals create marketing materials budget and analyze finances service customers and rely on the Internet for a competitive advantage      **Microsoft Help Desk for Microsoft Office 2000** , 1999-11 In one portable easily understood volume Nelson has compiled product support information from official Microsoft archives enabling users to solve problems without having to search through vast Internet sources or pay for phone support      **The BackOffice Intranet Kit** Stephen Wynkoop, Brian Farrar, John Jung, Ron Schwarz, 1996 This book is an essential resource for consultants IS professionals and developers who want to enter the rapidly growing market for internal corporate Web sites They will learn how to create a corporate Web site which takes advantage of the integration offered by Office BackOffice and internal knowledge sets The CD ROM contains source code for all examples reusable databases and Web references      **Microsoft Office 97 Programming with VBA for Dummies** Karen Jaskolka, Mike Gilbert, 1997 A must have book this title shows Office 97 users how to get the most out of the HTML and ActiveX ready capabilities of the newest versions of Microsoft s most popular applications Readers will be led step by step

through implementing Office 97 documents on the Web      A Concise Guide to Technical Communication Heather Graves, Roger Graves, 2020-11-06 This compact but complete guide shows that less is more with fewer extraneous details getting in the way of students trying to learn on the run it allows them to focus on the most important principles of effective technical communication The Concise Guide takes a rhetorical approach to technical communication instead of setting up a list of rules that should be applied uniformly to all writing situations it introduces students to the bigger picture of how the words they write can affect the people intended to read them Assignments and exercises are integrated throughout to reinforce and test knowledge      Excel 97 Secrets Partick J. Burns, Alison Barrows, 1997-06-17 With Excel firmly established as the most popular and powerful spreadsheet program around you might expect Microsoft to slack off a bit Excel 97 Secrets however proves that the folks up in Redmond have not been idle In this in depth guide to Excel 97 s most advanced features including many not covered in the official documentation Excel know it alls Patrick J Burns and Alison Barrows reveal tips and techniques to boost you right to the top of the learning curve With Excel 97 Secrets you get up to speed quickly no matter which earlier version you ve been using Burns and Barrows orient you and provide clear explanations and practical examples of how to Take advantage of 16 levels of undo if only life were so easy Publish worksheets and workbooks on the World Wide Web for everyone on the Internet to see or for only your workgroup or organization to see Use enhanced PivotTables they re not only more powerful now but also they re easier to use Enjoy near WYSIWYG editing Run queries in the background Build formulas using more natural labels rather than abstract cell addresses Share workbooks with your workgroup and cobble together budgets and proposals more easily than ever before Increase productivity by automating tasks with Visual Basic for Applications Plus Excel 97 Secrets comes complete with a CD ROM packed with outstanding shareware freeware demos and VBA programming utilities      **Fashion Merchandising** James Clark, 2020-11-16 Now in its second edition this critically acclaimed core textbook provides a detailed overview of the role of the fashion merchandiser its place within a fashion retail organisation by outlining their activities and responsibilities as part of the fashion value chain This overview is situated within the broader context of the fashion industry highlighting the relevance of the merchandiser role and comparing it to the role of the fashion buyer The textbook features a multi chapter case study that provides an example process of the planning and creation of a balanced product range from the perspective of the merchandiser It does so using a combination of text and numerical explanation The second edition has been reworked with new contributions by academics and industry practitioners that examine topics such as sustainability supply chain management e Commerce and the international perspectives of the merchandiser role Offering crucial insight into the merchandiser role and emphasising how it can add value to a fashion business this is an ideal textbook for aspiring merchandisers It is suitable for students studying at undergraduate and postgraduate level and practitioners seeking to progress their careers in this exciting and multi faceted industry New to this Edition New focus point materials New chapter on Sustainability co authored with Hannah

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