

<<国际商务行政管理>>

图书基本信息

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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
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2.3 Manage Storage and Retrieval of Information
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