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TEST FOR EXECUTIVE SECRETARY PART I LANGUAGE TEST
Name _____ Time: _____ QUESTION # 1 Marks 10 Which of the choices mentioned under each of the following sentences is most suitable? 1. I thought this time things were going to be better. Losing the contract was _____ to swallow. a) Bottom Line b) Blue Collar ...

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A secretary is responsible for a range of administrative and duties that are essential to the efficient operation of a business. clerical. equitable. menial. stationary. 5 A secretary serves as an information for an office, organizes and maintains hard copy and electronic files, and generates correspondence. clearinghouse. household. outhouse. warehouse. 6 Many secretaries also ...

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executive support for a State Division Administrator 17, State Office Administrator 17, State Bureau Administrator 18 (deputy bureau director), or equivalent. Position Code Title - Executive Secretary-1A Executive Secretary 11 This is the first advanced level. There are two concepts for this level. The employee either provides executive support activities for a State Bureau Administrator 18 or ...

~~EXECUTIVE SECRETARY – State of Michigan~~

Executive Secretary 1 Exam Code: 3PB36 Department: State of California ... large State agencies. The secretary ' s

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