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### **Reviews**

*Basically no words to clarify. Of course, it is perform, still an amazing and interesting literature. Its been printed in an exceptionally basic way which is only soon after i finished reading through this ebook where actually altered me, change the way i really believe.*

**(Newton Runolfsson)**

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paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: 2013 01 of Pages: 437 Publisher: Beijing Hope Electronic Press the Excel company executive management must master the 208 documents and 108 function main line with administrative work. describes the administration used 208 files and 108 functions. 27 book chapters. The main contents include company employee data management. the company personnel dynamic management. staff recruitment. staff selection. staff recruitment management company staff training management. management of the company office supplies company customer management. employees attendance management. staff on duty and overtime. employee travel management . employee performance management. day-to-day costs of management. expense reimbursement management. employee benefits administration. employee payroll management. employee opinion surveys and statistics. company leadership agenda management. meeting management. document management. corporate health and safety management. management of company vehicles. and function in employees records management. employee attendance and bonuses to statistics. customer information management. day-to-day office and expense management applications. The book's companion CD-ROM provides the book to explain form sample files. for readers called learning. Excel company executive management must master document 208 and 108 function mainly for office staff engaged in administrative. secretarial work. prepared by the managers of the enterprises. but also as a professional students. teachers and the community colleges training institutions in the textbook. Contents: Chapter 4 Chapter 3 Chapter 2 Chapter 1 Company Employee Data Management Personnel dynamic management recruitment staff selection Chapter 5 personnel hired a management company employee training management Chapter 7 Chapter 8 of the office supplies management Chapter 9 of customer management company employee attendance management. Chapter 11. Chapter 10 of the staff on duty and overtime management staff mission Chapter 12 manage the day-to-day costs of employee performance management Chapter 13...

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