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Important Skills for Administrative Jobs

Hard skills in this area range from a thorough knowledge of relational database theory and practice to strong writing and verbal skills. Data privacy — Cybersecurity is top of mind for any organization that deals with sensitive or proprietary client information. Specific in-demand skills will depend on the position and field.

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Administrative assistants perform clerical and organizational tasks in support of the businesses they work for. An assistant's duties and the person or people the assistant works for vary depending on administrative experience and the nature of the business, but competence in basic office skills is necessary for any position.

What Are Some Basic Office Skills? | Career Trend

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Video: Sharing at work and home - Outlook -

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4) Comparing performance with high-performing competitors is known as: a) benchmarking b) rival measurement c) market analysis d) status check 5) Which of the following are proven methods of improving your office skills? a) Smiling and being appreciative of others, especially the clients. b) Actively listening to, even humoring people at times.

Upwork Office Skills Test - Upwork tests

The programme includes a vocational study area, English and maths qualifications, employability skills, a work placement and other personal development and enrichment opportunities. Course Fees English qualifications are free for everyone up to Level 2.

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