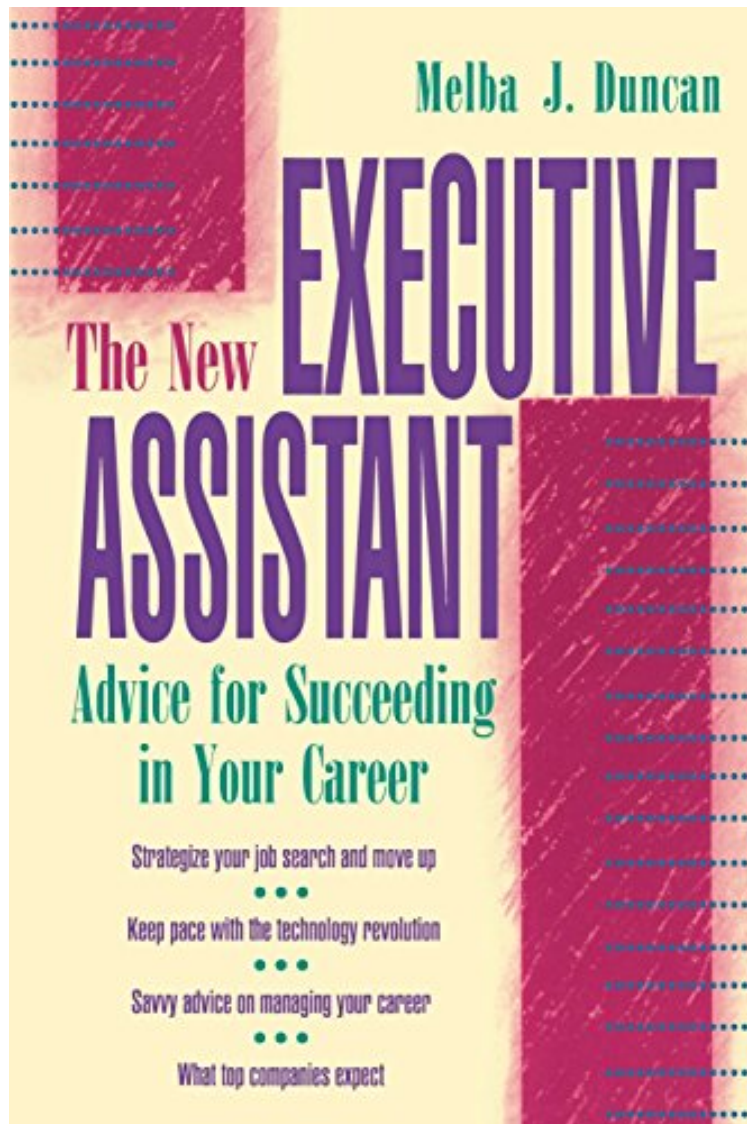


The New Executive Assistant: Advice for Succeeding in Your Career

Melba J. Duncan

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Today's executive assistant has become a crucial member of every organization's support staff--a key business ally with diverse responsibilities, from overseeing employees to making strategic decisions. Here is the first step-by-step guide specifically designed to help you thrive in this fast-paced profession. Developed by nationally-known business consultant and author Melba Duncan, this leading-edge resource provides all the up-to-date information you need to manage information technologies, deal effectively with abrupt organizational changes and office politics, handle stress, resolve conflicts, motivate workers and forge a team mentality, master public relations and the media, capitalize on opportunities emerging from corporate restructuring, and more.

"Carrier does a first-rate job of giving individuated life to the star-crossed crew of the Fantome, rendering this dark drama of duty and courage amidst nature's fury gripping but never exploitative." From the Back Cover It's no longer just making coffee and scheduling appointments. The New Executive Assistant contributes to strategic decision making, alerts top management to competitors' efforts, and helps implement new technology. Tapping into her unique experience as both a former top executive assistant and as the current head of a search and consulting firm specializing in this market, Melba Duncan shows the 19 million people who currently hold administrative support positions how to find and succeed in a lucrative job at the top as a valued executive assistant. This proactive guide shares the proven tactics jobseekers need to develop and market the key skills today's employers are looking for. The author includes expert advice on writing resumes and cover letters that get good jobs, managing the interview process, networking for success, and much more. About the Author McGraw-Hill authors represent the leading experts in their fields and are dedicated to improving the lives, careers, and interests of readers worldwide