



## Keep Calm and Ask the Executive Assistant: Gift Book Journal Notebook Handbook for Executive Professionals and Assistants (Paperback)

By Blue Icon Studio

Createspace, United States, 2014. Paperback. Book Condition: New. 235 x 190 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Makes a great co-worker gift, Gift for Administrative Assistant, office assistant gift. Looking for Administrative Professionals Day Week gifts? Are you an Office Manager, Executive, Human Resources Manager, or Administrator? At a generous size of 7.5 x9.25, this regal red notebook/diary is the perfect size for notes, journal entries, or diary. The journal contains 108 lined pages with plenty of room to record to do lists, thoughts, ideas, and favorite quotes! Know someone graduating soon? This would be a perfect business college student present or secretarial school student gift! Remember: Administrative Professionals Week is always held annually during the last full week in April. Administrative Professionals Day is always held the Wednesday of that week. When is Administrative Professionals Week observed? 2015: April 19-25 2016: April 24-30 2017: April 23-29 When is Administrative Professionals Day? 2015: April 22 2016: April 27 2017: April 26 Are you an Office Manager, Executive, Human Resources Manager, or Administrator? At a generous size of 7.5 x9.25, this regal red notebook/diary is the perfect size for notes, journal entries, or diary. The journal...



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