



Das Checklistenbuch: Die wichtigsten Organisationshilfen für das Büromanagement (German Edition)

Sibylle May

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In diesem Checklistenbuch finden Sie Arbeitshilfen für die täglichen und bedeutenden Vorgänge im Büro. Die wichtigsten Checklisten können zudem heruntergeladen und an Ihre persönlichen Bedürfnisse angepasst werden.

Der Verantwortungsbereich von Assistenzkräften hat sich in den letzten Jahren kontinuierlich erweitert: vom Terminmanagement über die Organisation von Geschäftsreisen und Events bis hin zur Personalauswahl u.v.m. Gleichzeitig muss die Assistenz in einem hektischen und fremdbestimmten Arbeitsalltag den Überblick behalten. Checklisten sind hier wirkungsvolle Organisationshilfen. Sie unterstützen beim strukturierten Vorgehen und geben den aktuellen Stand der Bearbeitung wieder. Die zweite Auflage ist vollständig aktualisiert und an die neuesten Anforderungen im Büro angepasst.

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