



Excel Company administration must master 208 file with 108 functions (with CD-ROM) (Chinese Edition)

By ZHANG JUN XIANG

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.

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