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Jan Jones is the author of The CEO's Secret Weapon: How Great Leaders and Their Assistants Maximize Productivity and Effectiveness, a book regarded as 'the Bible' for executives and assistants worldwide.

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In "The CEO's Secret Weapon" Jan Jones discusses a range of attributes of top-notch assistants, including The Tangible and Intangible Characteristics of exceptional executive assistants. Developing these essential characteristics will help you to position yourself as a compelling brand, and establish your credentials as a power player in the executive assistant

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The CEO's Secret Weapon - PA Life

The CEO's Secret Weapon by Jones, Jan at AbeBooks.co.uk - ISBN 10: 1137444231 - ISBN 13: 9781137444233 - Palgrave Macmillan - 2015 - Hardcover

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