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Administrative Competency Framework

A stellar Administrative Assistant can be a company's secret weapon. "Administrative Assistant"

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used to be synonymous with things like scheduling, bookkeeping, and arranging travel. Not so today. While these functions are still an important part of the job, these days admins are tasked with a lot more.

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Below are listed 38 core competencies and their definitions. For each competency we've also listed the PMC workshops that address them. COMPETENCIES (in alphabetical order) 1.

Achievement/Results Orientation Achieving efficient, timely, quality results by directing efforts on expected outcomes while providing exemplary client service within expected timeframes.

Behaviours include ...

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CORE COMPETENCIES - PMC Training

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