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administrative tasks are duties related to maintaining an office setting these duties vary widely from workplace to workplace but most often include tasks such as scheduling appointments answering phones greeting visitors and maintaining organised file systems for the organisation several professionals are

required to perform
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administrative skills are required to complete actions related to the management and running of a business this could mean duties such as filing meeting visitors and stakeholders answering telephone enquiries inputting data and compiling documents or presentations
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state in the exercise of its powers and duties 3 often administration a the executive branch of a government b
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affairs of an organization
official body etc 2 law property
law a person authorized to
manage an estate esp when the
owner has died intestate or
without having appointed
executors 3

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relating to the work of
managing or organizing a

business or business activity
flexitime work can be an
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assistant admin assistants give
support to businesses by
organising meetings typing
documents and updating
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