

PERSONNEL ADMINISTRATIVE ASSISTANT SECRETARY

SECRETARIAL WORK CONTENT REPORT FORM

Personnel assistant work content report				
serial number	Nature of the work	work content	expiration date	Completion Date
1	day work	According to the company's job requirements, timely post-recruitment positions on Zhushou Talent Network, make an appointment for interview time and follow up the application results. The recruitment positions are updated daily	that day	
2		If necessary, go to the first floor in the afternoon to set up a stall for recruitment, and follow up the application results	that day	
3		Application, renewal, replacement and issuance of residence permits for company personnel	that day	
4		Handle social insurance for the company's personnel, and increase or decrease employees in a timely manner according to the flow of personnel	that day	
5		Issuance and management of floor staff uniforms	that day	
6		Company personnel files, contracts and agreements are kept	that day	
7		Other flexible work assigned by superiors	that day	
8	work week	Submit the weekly report on the recruitment work schedule on the following Monday	every Monday	
9		Every Wednesday, count the number of people who need bus tickets in each place, and submit the application fee for the "Bus Purchase Form" in the OA system, and order and distribute buses according to different places	every Thursday	
10	monthly work	Social Security: At the beginning of the month, go to the Social Security Bureau to copy the social security information. After the recapitulation is OK, submit the "Bus Purchase Form" in the OA system with the application fee for the social security report (our company will transfer the amount) after the recapitulation is OK	Before the 1st of the month	
11		Social Security: No need to go to the Social Security Bureau, directly download our social security information to make a report on the (Social Security Network) online declaration, and submit the application fee for the "Purchase Purchase Form" in the OA system	Before the 1st of the month	
12		Count the list of birthday gifts made to the person in charge of the relevant department for confirmation, and send an email to the administrative department to arrange gifts made on the 1st of each month	10th of the month	
13		After counting the employee salary adjustment list, and confirming it with the person in charge of the relevant department, submit the corresponding "Salary Adjustment Application Form" in the OA system to go through the approval process	15th of the month	
14		Statistical release--contract expiry list, renewal work item department to follow up the contract renewal status in time	15th of the month	
15		Monthly performance assessment follow-up and assessment data submission for network department, administrative section chief, and administrative supervisor	Before the 1st of the next month	
16		Arrangements and content records for the internal communication meeting of the category's management personnel once a month	end of month	

Sample Excel Test For Administrative Assistant

Julia Schneider



Sample Excel Test For Administrative Assistant:

This book delves into Sample Excel Test For Administrative Assistant. Sample Excel Test For Administrative Assistant is an essential topic that must be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Sample Excel Test For Administrative Assistant, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Sample Excel Test For Administrative Assistant
 - Chapter 2: Essential Elements of Sample Excel Test For Administrative Assistant
 - Chapter 3: Sample Excel Test For Administrative Assistant in Everyday Life
 - Chapter 4: Sample Excel Test For Administrative Assistant in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, the author will provide an overview of Sample Excel Test For Administrative Assistant. The first chapter will explore what Sample Excel Test For Administrative Assistant is, why Sample Excel Test For Administrative Assistant is vital, and how to effectively learn about Sample Excel Test For Administrative Assistant.
 3. In chapter 2, this book will delve into the foundational concepts of Sample Excel Test For Administrative Assistant. The second chapter will elucidate the essential principles that need to be understood to grasp Sample Excel Test For Administrative Assistant in its entirety.
 4. In chapter 3, this book will examine the practical applications of Sample Excel Test For Administrative Assistant in daily life. This chapter will showcase real-world examples of how Sample Excel Test For Administrative Assistant can be effectively utilized in everyday scenarios.
 5. In chapter 4, this book will scrutinize the relevance of Sample Excel Test For Administrative Assistant in specific contexts. The fourth chapter will explore how Sample Excel Test For Administrative Assistant is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, the author will draw a conclusion about Sample Excel Test For Administrative Assistant. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Sample Excel Test For Administrative Assistant.

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