

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 money 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 areas.	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 account) 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 area department to follow up the contract renewal status in time.	15th of the month	
15		Monthly performance assessment follow-up and assessment data submitted 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

Kathryn K. Troutman

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

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Emerging Infectious Diseases ,2012 **The Office Magazine of Information Systems and Management, 58th Annual Forum** ,1992 *Unbeatable Resumes* Tony BESHARA,2011-06-16

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Congressional Record United States. Congress,1974 **InfoWorld** ,1989-03-20 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

Semiannual Report of the Inspector General United States. Department of Commerce. Office of the Inspector General,1986

Sample Excel Test For Administrative Assistant Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has been apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Sample Excel Test For Administrative Assistant**," written by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve to the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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