

Name: _____

Date: _____

Secretarial and Administration Assistant

O Z D M I O S L I E O Y W A C Y R S W N K A Z B
Q J F W O Y Z J Z V S K K N Y T N V U S B E E H
C B X X Y G R Y D E J P X M D X M N A J D S C T
A A L O L P R Q R I W G D J S I L T H J J A N Y
Q O A R T K N H S U N M V E S J I X M F L A E R
T S I N O I T P E C E R W F J T C A K R T J D A
Q A M C V T T L L H M K S D L B E T B S G D N T
Y G N I L I F W K W K Q J U O C Y F I A S Y O E
L I Q O Y Y C D N Y B L M O I C J S T E R P P R
U S L L I K S E N O H P K F T H S L I T P X S C
X S K U N O P W L T M K F O S A A T N T Z B E E
U Z B J F M X V F C E O F B E C I E A U F B R S
M N B B S Y K W J E L F C V I L A T J E L Z R E
Q U Z C F T C Z P A I N I R I T D G J A I X O S
Q X X P M Q Y I R C B T E B A S N V R L T K C Z
T C B T F E N E E X A L I D D I R O A D O M N Z
J W V R V G N S T R C S S F L Y F S M J X W E S
G H R L N E K A T H N I T U F Q N W S F N K T H
Y B V T G I B S P O C B D T G H O K Y H H T T R
I G J N L F N Z P W G E D K W D U X B W J V I K
X Q N L X I E S L D H M E L R B H K B M X Q R Z
M A S C M U E H N C M U N A B A O O U T X X W F
W B U D M R S S S E I H V I I F L A L H I E W U
G O A N O Z O X P E O P L E S K I L L S W X J M

administrative assistant
general office
phone skills
scheduling
secretary

written correspondence
people skills
receptionist
data entry
clerical

responsibilities
office skills
bookkeeping
multitask
filing