

# Free report for Administrative Professionals Week will help administrative assistants create effective SOP

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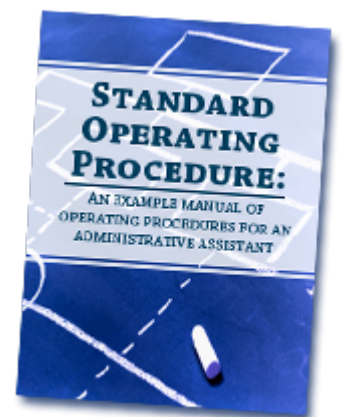
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## **Free Report for Administrative Professionals Week Will Help Administrative Assistants Create Effective SOP**

Falls Church, Va. — Administrative professionals are imperative to the success of many organizations. They serve as the main point of contact by answering phones, delivering correspondence and maintaining records of documents, in addition to a variety of other responsibilities. Administrative professionals help keep businesses organized and running smoothly.

In honor of Administrative Professionals Week, April 23-27, Business Management Daily is rereleasing its very popular *Standard Operating Procedure: An example manual of operating procedures for an administrative assistant*. The manual provides a detailed example of the day-to-day activities conducted by an organization's administrative assistant.

"It's essential for every organization to have an SOP for their admin assistant," says Business Management Daily's Senior Web Editor Elizabeth Hall. "You will save valuable time and energy when it comes time to train a new admin."



Business Management Daily's *Standard Operating Procedure* manual will help companies create their own SOP

to maximize their efficiency.

Business Management Daily will be offering two additional free downloads and a discounted webinar throughout April to celebrate Administrative Professionals Week.

Download [\*Standard Operating Procedure: An example manual of operating procedures for an administrative assistant\*](#) to increase productivity and advance your career as an administrative professional.

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