## It - administrativehh - FHS Administrative Team Motivational Video



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The manager's new administrative assistant surprised everyone when she informed them of her ability to speak fluent French, Spanish, and German.

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An administration department is responsible for providing administrative aid in five areas of a business: information management systems, human resources, payroll, acquisition and communication.

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Numerous representatives from the payroll reporting community immediately pointed out in comments to the Commissioner that the new reporting requirement: (a) has no statutory or regulatory support; (b) will impose substantial administrative costs on employers and payroll service providers; and (c) was issued without sufficient time for the payroll reporting community to comment on the requirement.

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## Administrative

A person responsible for providing various kinds of administrative assistance is called the Administrative Assistant (Admin Assistant) or also sometimes an Administrative Support Specialist.

Fact Sheet \#17C: Exemption for Administrative Employees ...
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